

BELLARINE DOG ACTIVITIES GROUP

PROCUREMENT AND PAYMENT PROCEDURE

This Procurement and Payment Procedure outlines the processes and approvals that are required of committee members or other members of the Bellarine Dog Activities Group (BDAG) when required to purchase materials or services for the benefit and use of the group.

PROCUREMENT APPROVAL:

If a need for procurement of materials or services is identified, the matter should be raised with the President, or in their absence, with the Vice-President. Expenditure requirements will be discussed and approved at a committee meeting. If time does not allow for approval at the next committee meeting, incurrence of expenditure requires the following approval;

- For amounts over \$1,000 - the majority of committee members
- For amounts over \$500 but less than \$1,000 - the President or Vice-President plus at least one other committee member
- For amounts less than \$500 – the President or Vice President
- Delegations may be made to a member for specific routine purposes such as purchasing of dog training equipment on behalf of other members, routine maintenance of equipment, other purposes as agreed by the committee.

QUOTATIONS:

Quotations for expenditure are required as follows;

- For amounts over \$5,000 – three written quotes
- For amounts over \$2,000 but less than \$5,000 – two written quotes
- For amounts over \$500 but less than \$2,000 – two verbal quotes
- For amounts below \$500 – one verbal quote

The committee will consider the quotations, the reputation and suitability of the supplier and other relevant factors when choosing the supplier. Should it be required or deemed preferable, sole sourcing of materials or services can be recommended to the committee for approval.

PAYMENT AND REIMBURSEMENT:

- Wherever possible quotations should be provided to the Treasurer for payment by direct online transfer or by cheque.
- If necessary, approval can be given to a committee member or member for expenditure to be incurred by them and reimbursed. A receipt must be provided to the Treasurer for reimbursement with payment to be made within two weeks. Approval for the expenditure must be obtained before incurring the expenditure.