

7. PURCHASING GOODS & SERVICES

OVERALL RESPONSIBILITY

BOARD

DAY TO DAY OPERATION

CENTRE MANAGER

PURPOSE: to ensure that products and services:

- (a) Are of the required quality
- (b) Are delivered at the required time
- (c) Are purchased at the best value for money, ensuring due diligence in the commitment of Tauranga Netball Centre's funds
- (d) Meet the necessary timeframe in order not to adversely affect cash flow

PROCEDURES:

The procedures that need to be undertaken in order to commit Tauranga Netball Centre money to a supplier are as follows:

1. REQUEST TO PURCHASE GOODS AND SERVICES

- (a) Before purchases are made – ensure that the request is legitimate and appropriate to the need of Tauranga Netball Centre and that it is within the limits set in the approved budget.

2. PAYMENT OF INVOICES:

- (a) All supplier invoices shall be submitted to the Centre Manager. The Centre Manager will check that the goods and or services are in accordance with the invoice and that quantity and price are as ordered.
- (b) The Centre Manager will ensure coding of invoices in preparation for payment.
- (c) The Centre Manager will prepare the payments to be made in accordance with delegated authorities for approval within the banking system.
- (d) Payment of all invoices shall be made through the Office

3. USE OF PETTY CASH FOR SUPPLIES

- (a) Petty cash will only be used for items of a minor nature such as small amounts of office stationery, postage etc. No more than \$100.00 in value.

Updated by: Board Meeting 12/04/2022	Date board Approved: April 2022	Next review due date: April 2024
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