



THE LYSTERFIELD WOLVES

JUNIOR FOOTBALL CLUB

PURCHASING POLICY

Purchase of goods and services is essential to successful football clubs. Football clubs need goods and services for on field (jumpers, footballs, jackets, first aid kits, etc), off field activities (eg catering equipment and supplies, website design and maintenance, printing, advertising, postage, etc) and for developmental purposes.

Purchasing is a major expense for large and small organisations. A sound purchasing policy is essential for efficient, cost-effective purchasing and expense control.

Team Purchases

As outlined in the Club's Equipment Policy, each season, teams will be allocated a set amount of money for purchases relating to the team. This allocation can be spent on such items as player functions and equipment.

Reimbursement will be made for purchases by coaches and team managers up to the limit of this allocation.

Where possible, the LJFC looks for low-cost options in purchasing equipment which means sometimes purchasing items in bulk and often at less than the retail price.

Team managers and coaches should first check with the relevant Committee member prior to purchasing equipment to check that replacements are not already available or better purchased by the Committee member.

Other Purchases

Purchases of any goods and services on behalf of the LJFC outside the team allocations can only be made by, or with the approval of, the required number of LJFC Committee members as set out below.

Any purchases made without the required Committee authority or outside an authority are unauthorised and the club is not liable for them.

- **Purchases under \$100**
Purchases of goods or services under \$100 on behalf of the club can be made by, or with the written (including Email) approval of, an individual LJFC Committee member.
- **Purchases between \$100 and \$500**
Purchases of goods or services between \$100 and \$500 can be made by, or with the written (including Email) approval of, no less than two (2) LJFC Committee members (one of whom must be the Treasurer).
- **Purchases between \$500 and \$5000**



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Purchases of goods or services between \$500 and \$5000 can be made only by a Committee member or members acting with the approval of an absolute majority of the LJFC Committee recorded at an LJFC Committee meeting.

- **Purchases of \$5000 and Over**

Purchases of goods or services of \$5000 or over must be made only after an open public or closed tender (i.e. advertised within the club) unless a majority of the LJFC Committee recorded at a Committee meeting authorises a tender exemption.

Receipts

Members making purchases in accordance with this policy must submit receipts to the Treasurer as soon as practicable, and no later than two months after the purchase. The Committee reserves the right to refuse payment

The LJFC Committee reserves the right to refuse payment or full payment for unauthorised purchases or receipt amounts outside an authorised purchase amount.

