



ALBURY SKI CLUB PURCHASING POLICY

PURPOSE

The purpose of this policy is to define the key purchasing principles adopted by the Albury Ski Club Committee and to ensure that all Committee members are aware of their responsibilities and the applicable conditions and procedures when purchasing goods or services on behalf of the Albury Ski Club

The Albury Ski Club manages its purchasing in an open and transparent manner that is fair and ethical. The Committee will ensure cost effective purchasing within an appropriate risk management and sustainability framework and supported by appropriate documentation, that is best value for money and encourages competition.

AIM

The aim of the Policy is to create accountabilities around purchasing by the Club Committee. It is also designed to ensure that our duty of care responsibilities are exercised in selecting suppliers and contractors to perform work at both of our clubs that will be signed off as suitable for its purpose in the public environment.

Albury Ski Club may purchase from any source of supply when it is to the best advantage of the Club.

Purchases from private suppliers may also take place via the internet.

The following purchasing thresholds are to be followed when making direct purchases from a private supplier.

If the purchase is	Then the process is
Less than or equal to \$1000	A minimum of one quote (maybe be verbal or written)
Greater than \$1000	A minimum of 2 written quotes.

The quotes including a record of verbal quotes received are to be attached and filed with the purchase documentation. Where the lowest quote has not been accepted, a note to this effect from the authorised officer setting out briefly the reasons should be filed with the documentation