

# Alpine U3A Purchasing Policy

## Committee Members, Tutors & Convenors

### Expenses of \$50 or less

Requests for reimbursement of expenses of \$50.00 or less can be made by the presentation of receipts to the treasurer, by (a) handing them directly to the treasurer, or (b) scanning and emailing or (c) placing them in a location from which the treasurer can collect them.

The receipts need to clearly indicate:

- the nature of the expenditure; and,
- by whom (please PRINT your name)

### Expenditure over \$50

Expenditure over \$50.00 needs to be approved in advance by the *Committee of Management*. Requests need to be in writing/email to the secretary or treasurer and include:

- a description of the item(s)/materials;
- a brief explanation of their use and by which members; and,
- two quotes\* from potential suppliers, with an indication of any preference.  
*Preferably use local suppliers.*

Where proposer purchases the item(s) (after getting approval) from their own funds and requests reimbursement, the receipt must be (a) handed directly to the treasurer, or (b) scanned and emailed, or (c) placed in a location from which the treasurer can collect it.

*\*can be costs sourced online*

The committee meets monthly (usually on the third or fourth Thursday) so it is worth timing your request so you get a quick response.

The secretary's email is: <secretary@alpineu3a.org.au>

### Authorisation

This Policy was adopted by the Committee of Management of Alpine U3A, and minuted as such, on 7<sup>th</sup> December 2020.

This policy will be published by the Committee of Management of Alpine U3A on its website following the date of this authorisation.

### Policy Review

This Policy will be reviewed at least annually or when circumstances change.