

Purchasing Process and Policy.

These rules govern the spending of CCHS funds. Failure to comply can result in penalties ranging from cost recovery, expulsion from the organisation through to referral to the police.

General Notes

Wherever possible, all purchases should consist of a quote given to the committee and then approved for spend. In special cases, sub-committees or members acting as project champions will be empowered to purchase on behalf of the association. These cases should be noted in the minutes of the association. Refer to the published list of approved persons: Appendix A.

Regular Business

Covering all regular bills and obligations of the organisation. The Treasurer (or acting treasurer) and a second signatory(ies) are empowered to pay these bills as needed.

Examples:

Rent (including out-goings), council rates (water), Internet access, electricity, insurance, regulatory fees

Rolling Stock

Rolling stock consists of normal consumables required for the space to operate. Any delegated member (See Appendix A) is entitled to reimburse themselves for the restocking of these supplies listed below, but **must** lodge the receipt and enter the transaction in the petty cash logbook **prior** to doing so.

Members will not be entitled to expenses incurred in retrieving or taking delivery thereof.

Rolling stock is limited to:

- Gas bottles
- Retail sales stock for soft drinks, chocolates, coffee pods, snacks, etc.
- Tea, spoons, sugars, disposable cups
- Paper towels, cleaning cloths, toilet paper, bin liners, and other general purpose cleaning & sanitary supplies
- Consumables: dymo label tape, glue sticks

Total Purchase Limit: \$200 without prior committee notice and approval.

Members approved to make purchases of Rolling Stock:

- All current committee members
- Members explicitly listed in Appendix A

Members NOT approved to make purchases of Rolling Stock:

- Any person in arrears on membership dues
- All members without after-hours access
- Any person not listed above

Discretionary Purchase Limit

The discretionary purchase limit for any member, executive or not, is **\$0.00**.

Minor Purchases

Defined as less than \$100

Approvable by any two members of the committee, must have demonstrable need or benefit to the association. Brief description, benefit and cost should be emailed to the committee list.

Regular Purchases

Defined as greater than \$100 but less than \$1000

Must be approved by the committee and minuted in the notes of the association. Must have demonstrable need or benefit to the association.

Major Purchases

Defined as greater than \$1000

Must be approved by the committee and minuted in the notes of the association. Must have demonstrable need or benefit to the association. May be presented at an SGM for voting by the members.

Budgeted Projects

Where a specific project (eg. construction, maintenance or R&D of a particular tool) is undertaken without a specific bill of materials and cost known, an estimated budget cap should be pre-approved by the committee *subject to the same "tiers" of purchasing approval as above* based on the estimated total budget for the specified project goal.

Spending authority for given budgets may be delegated to project champion to conduct the project without further committee intervention. Budgeted projects may not go over budget without further authorization.

On completion or cancellation of a budgeted project, the remaining funds will be returned to the committee. The committee may cancel a budgeted project or consider it complete at its sole discretion.

Purchase Procedures

The preferred method for any expense is to

1. Present to the committee, in writing (email to CCHS Committee email list):
 - Item(s), service or project budget desired.
 - Indicative cost, with preference for exact quotes.
 - Demonstrated need and/or benefit to the association .
2. Await/seek committee approval and instruction for funds disbursement/reimbursement.
3. Organize the purchase and taking delivery of it.
4. Notify the committee of any significant developments, abnormalities, or complications.
5. Notify the committee when the purchase and/or delivery is complete.

Appendix A

Members approved to make purchases of Rolling Stock:

- Current Committee Members
- Rob Brittain
- Geoff Lethbridge
- Lachlan Maher
- Bernd Wachs