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| STAFF | Financial Limits of Purchasing |
| Responsibility of | All Members of Staff and credit card holders |
| Objectives | To ensure that all purchases are authorised and limits of expenditure are made known to all staff and credit card holders. |
| Procedures | <ol style="list-style-type: none"> 1. All purchases made by members of staff and credit card holders must be accompanied by a valid tax invoice. Where possible the tax invoice should state that the Goods and Services were provided to/for for the Riverina Winegrape Growers. 2. Purchases of capital items should only be made once a Purchase Order has been completed and approved (see <i>Ordering Goods and Services – Office Management Policy Document</i>) 3. Purchases of individual capital items greater than \$500 (inc GST) are to have received prior approval of the Board by motion at a general meeting. Capital items less than \$500 (inc GST) require the prior approval of the CEO only and must be for justifiable operational purposes. 4. Purchases of operational items (eg. fuel and sundries, etc) that have an individual value less of \$500 can occur without prior approval of the Board or CEO. Such individual items may be grouped on a single tax invoice, eg fuel and meals, accommodation and meals. 5. Purchases of operational items that have a value greater than \$500 but less than \$1,000 (eg. group accommodation and meals, etc) should only be undertaken with the prior knowledge of a Board account signatory. Operational items may be grouped on a single tax invoice. 6. Purchases of operational items and other goods and services that are greater than \$1,000 require prior approval of the Board by motion at a general meeting. |
| Board Expectations | <ul style="list-style-type: none"> • That staff do not exceed their approved level of financial authorisation without prior knowledge of a Board account signatory. • That purchasing of items of a value greater than \$1,000 are done so only with the express permission of the Board by motion of the Board. • That for items purchased that exceed financial authorisation of individuals the Board would seek financial compensation. |
| Document Control | <ul style="list-style-type: none"> • Document Approved Nov 2016 • Approved Dec 2019 |