

PURCHASING	Reimbursement of Chemical Users Exp
Responsibility of	All Members of Staff
Objectives	To compensate constituted growers a portion of the cost of undertaking chemical user certification.
Procedures	<ol style="list-style-type: none"> 1. The Board will provide to constituted growers a reimbursement amount of \$100 (GST free) per person that successfully completes a Chemical Users certification course. 2. Growers and their employees that have obtained or renewed Chemical Users certification will be entitled to a reimbursement of these expenses on the provision of proof in following way: <ul style="list-style-type: none"> ▪ Chemical Card that shows that it is for 4 years. ▪ Valid Tax Invoice for the training or retraining 3. The Office will record these details in MYOB and draw up a payment to be EFT'd to the registered business of the constituted grower. 4. Payment will not be reimbursed directly to employees of constituted growers.
Board Expectations	<ul style="list-style-type: none"> • That the Board is reimbursing legitimate constituted growers and their employees on a 4 yearly basis for the chemical user training.
Document Control	<ul style="list-style-type: none"> • Adopted June 2018 • Approved Dec 2019