

<b>STAFF</b>	<b>Financial Limits of Purchasing</b>
<b>Responsibility of</b>	<b>All Members of Staff and credit card holders</b>
<b>Objectives</b>	To ensure that all purchases are authorised and limits of expenditure are made known to all staff and credit card holders.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>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 the Riverina Winegrape Growers or Wine Grapes Marketing Board.</li> <li>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>)</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
<b>Board Expectations</b>	<ul style="list-style-type: none"> <li>• That staff do not exceed their approved level of financial authorisation without prior knowledge of a Board account signatory.</li> <li>• 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.</li> <li>• That for items purchased that exceed financial authorisation of individuals the Board would seek financial compensation.</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Document Approved Nov 2016</li> <li>• Approved Dec 2019</li> <li>• Amended to include WGMB 29 Oct 2020</li> <li>• Approved Nov 2020, Oct 2021, Sept 2023</li> </ul>