



## PROCUREMENT POLICY

The Spotswood Football Club Inc. (SFC), is committed to achieving best practice purchasing processes that are transparent, accountable, controlled and maintain sustainable relationships with our Suppliers.

Where practical, Term or Frame Agreement s should be established (using a competitive process) with Approved Suppliers that will facilitate the overall procurement cycle and will provide the 'most cost effective outcome' for the SFC.

The 'most cost effective outcome' considers; the cost of goods and services, transport/delivery costs, cost of parts, on-going maintenance and servicing costs, installation and de-installation costs, operating costs (e.g. energy, water, paper, toner, chemicals, software, etc.), and disposal costs where applicable.

This Procurement Policy has been developed to outline the expectations and requirements for requisitioning, tendering, evaluating, recommending, approving, ordering, expediting, receiving, inspecting and paying for goods and services being procured for or on behalf of the SFC.

General Inclusions: Merchandise, Apparel, Playing Equipment, Office Equipment/Stationary/Software, Furniture, Fittings, and all Services (where the value is greater than \$500).

General Exclusions: All Goods & Services (where the value is less than \$500), plus all Canteen/Bar Food & Beverages.

All SFC Board Directors, Committee Members, Administrative Officials, Coaches, Support Staff, Volunteers, Members and Players associated with the SFC involved in the 'procurement cycle' will meet the following requirements:

- Where Purchase Orders of goods include the use of the SFC logo, colours or name (or those of any Sponsors), the relevant brands/artwork/words must be approved by the SFC Board to ensure suitability and compliance.
- The splitting of Purchase Orders or Contracts to keep within threshold limits is not allowable under this policy and threshold limits apply to the total cost (not the individual component or line item cost).
- Requisitions must be raised to initiate the 'procurement cycle' that include; quantities, descriptions, specifications, units, estimated costs and required delivery time. Requisitions must be reviewed/approved by the CFO/Treasurer.
- Documented tenders must be obtained from at least two competent Suppliers/Contractors (except in the cases of sole sourcing via existing Term/Frame Agreements), quoting against the requisition criteria.
- Tender lists must be endorsed by the CFO/Treasurer.
- Evaluation of tenders must be completed, taking into the account all relevant cost, quality and delivery criteria. Recommendations to award a Purchase Order or Contract must be forwarded to the SFC Board for approval.
- A Purchase Order or Contract must be raised for all applicable good and services, clearly defining any relevant quantities, units, descriptions, specifications, pricing, GST applicability, delivery date/location, etc.
- The Originator of the Purchase Order or Contract is responsible for expediting the goods or services, arranging receipt of the goods or services and inspecting the goods or services to ensure compliance with requirements.
- Once receipt and inspection requirements have been satisfied, a copy of the Purchase Order or Contract should be endorsed and forwarded to the CFO/Treasurer for payment to be arranged.

The SFC 'procurement cycle' will also, wherever practical and commercially viable, aim to utilize the goods and services of its current Sponsors and then where applicable those of the WRFL.

<b>A</b>	<b>02.05.14</b>	<b>Initial Draft</b>	<b>R. Gardiner</b>	<b>A. McLaren</b>	<b>A. Given</b>
Revision	Issue Date	Description	Originator	Checker	Approver