



VAFC Purchase Order Process

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Introduction

All items purchased for VAFC Football Club should be requested through the Director of Equipment, Club Wear and Purchasing to ensure inventory is managed and approved at the appropriate levels. This document outlines the process that should be followed for any future items purchased for the club.

This does not include items listed on the VAFC website which fall within the category of Requisition for reimbursement e.g. courses for coaches and referees

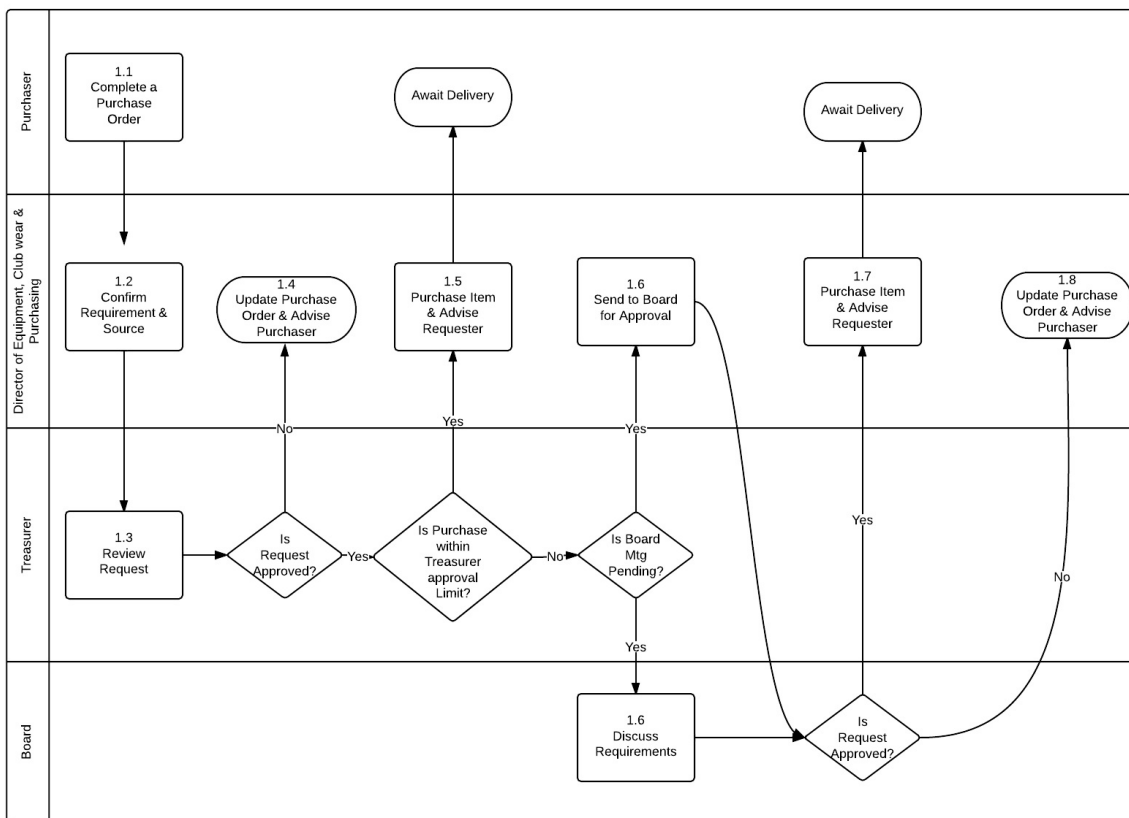
Items that fall within this category are as follows;

- AGM fees
- Coaching clinics
- Misc office supplies/postage/courier charges
- Referee clinics
- Tournament fees

See page 6 for explanation.

Process

The following provides a high level flow of the VAFC Purchase Order process;



Process Detail

1.1 Complete a Purchase Order (Purchaser)

If any item needs to be purchased a VAFC Purchase Order needs to be completed, the following detail should be completed by the Purchaser:

Date - Enter the date the Purchase Order is being completed.

Qty - Enter the amount required.

Description - Enter the description of the item required.

The Purchaser should send the Order to the Director of Equipment, Club Wear and Purchasing with a covering note detailing why the items are required and if they are required by a particular date.

1.2 Confirm Requirement and Source (Director of Equipment, Club Wear and Purchasing)

The Director of Equipment, Club wear and Purchasing will confirm back to the Purchaser that the request has been received. Once complete preferred suppliers will be contacted to identify where the item can be sourced and to ensure that the club purchases the item at the best price possible. Once a preferred supplier has been sourced the following should be completed on the Purchase Order:

The Purchase Order Number - This should be the next unique number in the list.

The Vendor Details

The Ship To Details

The Item No

The Unit Price

The Line Total

The Total

The accounting - expense category indicated and or project indicated i.e. Player Development

Once the detail has been entered the Purchase Order and associated information should be sent to the Treasurer to review.

1.3 - Review Request (Treasurer)

The Treasurer will review the request and ensure all detail has been submitted correctly so that the financials are managed appropriately for the items.

The Treasurer has the ability to approve all items \$5,000 and less (budgeted) and \$1000 and less (un-budgeted) for the club.

If the item(s) requested are \$5,000 and less (budgeted) and \$1000 and less (un-budgeted) the Treasurer will approve or reject the Purchase order and send the information back to the Director of Equipment, Club wear and Purchasing. If the Purchase Order is rejected the Treasurer will need to provide appropriate detail so that the Purchaser can be informed of the decision.

If the item(s) requested are above the agreed approval limits the Treasurer will advise the Director of Equipment, Club wear and Purchasing that the Purchase Order is filled correctly and that the request should be sent to the Board for approval.

If the Purchaser is not happy with the rejection it should be raised at the next board meeting for discussion.

1.4 - Update Purchase Order and advise Purchaser (Director of Equipment, Club wear and Purchasing)

The Purchaser will need to be advised of the rejection and the reasoning before the Purchase Order can be closed.

Once the Purchaser has been advised the Purchase Order should be cancelled and the appropriate line item on the Purchase Order Number Spreadsheet should be updated.

1.5 - Purchase Item and Advise Requester (Director of Equipment, Club wear and Purchasing)

If the Purchase Order has been approved the relevant supplier should be contacted and an order placed. Once completed the following items on the Purchase Order should be completed;

Customer Reference

Shipping Method

Shipping Terms if applicable

Deliver Date

Authorized By

Approval Date

The associated Purchase Order Number spreadsheet should be updated and the Purchaser should be advised that the order has been placed and the expected delivery date.

Note that all vendors should be set up to send invoices and statements to the Treasurer.

Only the Director of Equipment should be able to place an order through the agreed vendors. All vendors used by the club should be advised and should ensure their process is updated to ensure only the Director of Equipment can place an order and that once an order is placed a confirmation should be sent only to the Director of Equipment.

1.6 Send to Board for Approval - (Director of Equipment, Club wear and Purchasing)

If a board meeting is imminent then the request should be added to the Agenda for approval and the Purchaser should be advised. If a board meeting is not imminent then the members of the board should be emailed with the Purchase Order along with associated details so that an informed decision can be made.

All responses should be sent to the Director of Equipment, Club wear and Purchasing within 48 hours otherwise the approval decision will be based on the majority vote.

The board should be advised of the final approval via email.

1.7 Purchase Item and Advise Requester (Director of Equipment, Club wear and Purchasing)

If the Purchase Order has been approved the relevant supplier should be contacted and an order placed. Once completed the following items on the Purchase Order should be completed;

Customer Reference

Shipping Method

Shipping Terms if applicable

Deliver Date

Authorized By

Approval Date

The associated Purchase Order Number spreadsheet should be updated and the Purchaser should be advised that the order has been placed and the expected delivery date.

1.8 - Update Purchase Order and advise Purchaser (Director of Equipment, Club wear and Purchasing)

The Purchaser will need to be advised of the rejection and the reasoning before the Purchase Order can be closed.

Once the Purchaser has been advised the Purchase Order should be cancelled and the appropriate line item on the Purchase Order Number Spreadsheet should be updated.

Purchasing without a PO

On occasions there may be a requirement to purchase without a Purchase Order, these are exceptions to the rule and are listed below:

Reimbursement Requisitions - An example of these would be Tournament Requisitions. These requisitions are found on the website, should be completed and forwarded to the Club Treasurer for approval and processing.

Contractors Invoices - There are two different types of invoices;

Established Monthly Fee - This relates to the club Coach and Administrator who should send a copy of their monthly timesheets along with a copy of their monthly invoice to the Treasurer. Invoices with an established monthly fee are pre-approved by the Board of Directors and individuals will have a contract with the club.

Player Development Subcontractor - These are individuals who are selected by the Head Coach. Individuals who fall within this category should complete an invoice which should be sent to the Head Coach for approval. Once the Head Coach approves the invoice it should be sent to the Treasurer for final approval and reimbursement.

Referees - All referees are pre approved by the Referee Coordinator. The Referee Coordinator creates a schedule and tracks who works each game. Three times a season the Referee Coordinator will send the Treasurer information including:

Referees name
Referees address
Dates worked
Age Group worked for
Number of games worked
Game rate
Total hours

Upon receipt of information the Treasurer will reimburse the referee.

Document Details

Documents Replaced

This document replaces any other existing VAFC and associated procurement procedure and process.

References

The following documents relate to this VAFC Purchase Order Process:

Purchase Order Template

Purchase Order Log

Document History

Date	Change Description	Changed by	Approval Comments	Version
12th June 2013	Document Created	Loretta Lumley	Approved	V0.1
26th Sept 2013	Purchasing without a PO inserted	Loretta Lumley	Approved	V0.2
10th June 2014	Confirmation that all statements and invoices should be sent to the treasurer. Further detail added to confirm who can place orders	Loretta Lumley	Awaiting Board Approval	v0.3