

PURCHASING and REIMBURSEMENT PROCEDURE – 18 March 2003

When making a purchase it is **IMPORTANT** the a Purchase Order is completed and filed as a reference to all purchase transactions for accounting and traceability

It is **IMPORTANT** that to complete all sections of the form and clearly specify the requirements of the purchase,
(e.g. make, model, size, color, etc)

ANY PROBLEMS, consult with club administration (club office)

Purchasing Procedure

1. Obtain Purchase Order form from Purchase Order folder (held in club Office)
2. From purchase order folder, listing page (front of folder) take the next consecutive number for reference of the purchase (e.g. order number 00197).
3. Complete all sections of form
4. Put copy of form into purchase order folder
5. Send/take order to supplier (Mail, Phone, Fax, email or in person)
6. Record in Purchase Order Folder, on purchase listing page, the details of the purchase (e.g. PO#: 00197 / Date: 14/01/03 / Supplier: Burton / Item: Ski / Order Type: Fax)

Reimbursement Procedure (of personal expenditure)

7. Obtain Reimbursement form from Purchase Order folder (held in club Office)
8. Complete and submit to club administration for processing and payment.

Attachments: Example of completed Purchase Order (cost can be entered if known)

Sample Purchase Order Form
Sample Reimbursement Form



Manly Life Saving Club

PO Box 141 Manly NSW 1655

♦Phone 9977 2742 ♦Fax 9977 6101 ♦Email admin@manlylsc.com

Date: **07 Aug 2005** ORDER No: 00540
Authorised by: **Management Committee, July 2005 Meeting**
Club Contact: Colin Tansley 0412 004 231 or 9451 7444 or Club
Supplier: **First Aid Plus**
Address: **52 Greycliff Rd, Queenscliff, NSW**
Phone: **(02) 9905 0155** Fax:
E-mail: **maz@firstaidplus.com.au**

Please supply.

Item #	Item/service	Qty	Unit price	Total
	Alcohol Swabs	1 Box (100)		
	Alcoholic Swabs	1 Box (100)		
	Triangular Bandages	10		
	Conforming Bandages 10cm	5		
	Non Adherent Dressings 7.5 x 10 cm	5		
	Non Adherent Dressings 5 x 10 cm	5		
	Band Aids (water resistant)	1 Box (100)		
	Paper Tape (micropore) 1.25	4 Rolls		
	Saline Ampoules 10m tubes	1 Box (50)		
	Gauze Swabs 7.5cm	2 packs of 100		

Sale amount _____
GST amount included in sale _____
Delivery Fee _____
Total Due _____

Costed to: Life Saving Gear

DELIVERY Can pick-up when Ready
INSTRUCTIONS

Please post to
PO Box 141
Manly NSW 1655
Manly

Deliver to
Manly Surf Pavilion
Cnr Ocean Beach and Ashburner Street



Manly Life Saving Club

PO Box 141 Manly NSW 1655

♦Phone 9977 2742 ♦Fax 9977 6101 ♦Email admin@manlylsc.com

Date:

ORDER No:

Authorised by:

Club Contact:

Supplier:

Address:

Phone:

Fax:

E-mail:

Please supply.

Item #	Item/service	Qty	Unit price	Total

Sale amount

GST amount included in sale

Delivery Fee

Total Due

Cost section:

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