

# MID CANTERBURY CRICKET ASSOCIATION INC

*P.O. BOX 105, ASHBURTON*  
*Phone: cell)021 532 393; h)03 307 2829*  
*Website: [www.mccricket.co.nz](http://www.mccricket.co.nz)*  
*Email: [mc\\_cricket@xtra.co.nz](mailto:mc_cricket@xtra.co.nz)*

## POLICY DOCUMENTATION

### PURCHASING

- 1/ Purchases requiring Board funds will follow a consistent, defined format
- 2/ Purchases will be discussed with CEO and agreed, before ordered
- 3/ Purchases will be provided an order number, or name, once agreed and will be issued by CEO
- 4/ Order forms will be collected from CEO
- 5/ Invoices will be forwarded to CEO, who will forward to the Treasurer of the Board of Control
- 6/ Invoices will be settled by the Treasurer of the Board of Control
- 7/ The CEO has the responsibility to authorize sums up to \$500. Beyond that sum, the board of Control will discuss and agree

The policy is to ensure that all parties follow the same format before purchasing any equipment that require Board approval, or funds.

Purchases should be discussed before hand and agreed before ordering and an order verification will be forwarded by the CEO.

It is essential that the Board has full awareness and control over all purchasing practice and can therefore take full responsibility and accountability for all financial transactions.

Approved by Board

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Review date – May 1<sup>st</sup> 2009

Richard Pithey  
CEO

**President**  
Mr Bevan Stroud

**Chairman Board of Control**  
Mr Dean Harrison

**CEO**  
Mr Richard Pithey