



## VCA PROCUREMENT POLICY

### Introduction

This policy aims to regularise Croquet Victoria's approach to procurement, by defining a system whereby all involved in the procurement process are aware of relevant requirements and limitations.

### Requirements

1. Subject to point 3, for all procurements the following requirements will apply:
  - a. For purchases costing less than \$2000, no quotes or, at the most, oral quotes, are required. Wherever possible the purchase is to be from a supplier on the Preferred Supplier List, recognising that this may not, at times, be appropriate;
  - b. For purchases costing from \$2,000 to less than \$5000, two written quotes are to be obtained;
  - c. For purchases costing from \$5,000 to less than \$100,000, three written quotes are to be obtained;
  - d. For purchases costing \$100,000 or more, tenders are to be called.
2. In unforeseen circumstances, requiring immediate decision, expenditure without securing quotations as above may be authorised by at least one bank account signatory and one other CoM member. Such circumstances would include, but is not limited to, emergency repairs at VCC.

### Preferred Supplier List

3. The Preferred Supplier List is to be maintained by the VCA Administrator, and copies held by all bank account signatories.
4. Suppliers may be added to, or deleted from, the list by agreement between the Treasurer, Secretary and Administrator.
5. The list will be compiled initially from those suppliers with which VCA has had satisfactory dealings in the past (and does not need to include such elements as utility companies, etc.)

### AUTHORISATION

Honorary Secretary  
Victorian Croquet Association