



Australian Croquet Association Inc
ARBN 089 265 707
ABN 90 330 745 920
trading as Croquet Australia

PROCUREMENT POLICY

Introduction

This policy aims to regularise Croquet Australia'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 2, 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 \$10,000, two written quotes are to be obtained.
 - c. For purchases costing from \$10,000 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.
 - e. In exceptional circumstances, the Board may waive the requirement for quotes.

Preferred Supplier List

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

AUTHORISATION

Approved by the Board, 10th February 2021

Jim Clement
Secretary to the Board