


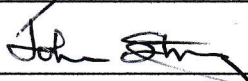
May 2015



KILLIN GOLF CLUB

PROCUREMENT PROCEDURE

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		NAME	SIGNATURE	DATE
Reviewed by:	Killin Golf Club Committee	N/A	N/A	Committee meeting on 22 April 2015
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1. OVERVIEW

1.1 This procedure describes the procurement process to be used by all members and sub-contractors purchasing goods or services on behalf of Killin Golf Club (KGC).

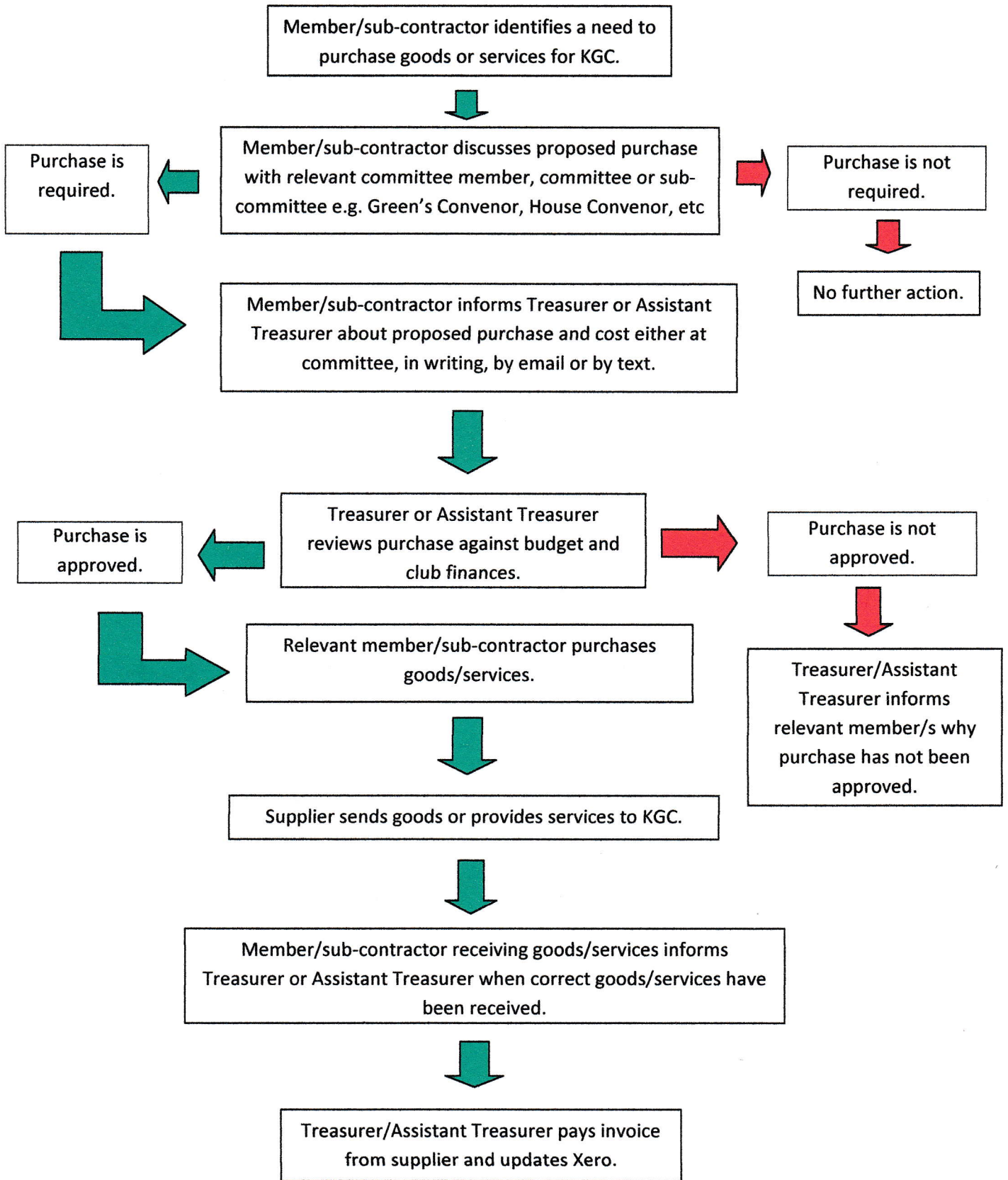
2. PROCESS

2.1 The procurement process is documented in the flowchart shown in Annex 1.

3. EXCEPTIONS

3.1 Exceptions to this process are given in Annex 2.

4. ANNEX 1 – KGC PROCUREMENT PROCESS FLOWCHART



5. ANNEX 2 - EXCEPTIONS

Goods/services described in the table below are not subject to the flowchart in Annex 1. They are authorised as stated.

Goods/services	Members authorised to purchase	Additional information
Petrol from Lix Toll for ground care equipment and golf buggies. (This does not include course machinery. Course machinery uses diesel from the tank).	Greenkeeping staff	To be purchased as required by greenkeeping staff. An account is in place with Lix Toll and payment is by monthly direct debit.
Oil from A&B Services	Greenkeeping staff	To be purchased as required by greenkeeping staff. An account is in place with A&B Services.
Emergency breakdown of course machinery	Green's Convenor or Club Captain.	As soon as procurement has been arranged with supplier/s, Green's Convenor or Club Captain shall provide the Treasurer or Assistant Treasurer with an estimate of the expense.
Emergency breakdown relating to the clubhouse	House Convenor or Club Captain	As soon as procurement has been arranged with supplier/s, House Convenor or Club Captain shall provide the Treasurer or Assistant Treasurer with an estimate of the expense.