**Purchases Over £250**

**Procedure**

* If a request for purchase over £250 is received by the Committee, a summary of the service/product; the need and benefit must be provided. This may take the form of a verbal or written request.
* Where possible the request will be discussed at Committee Meeting and availability funds will be checked.
* If the request is urgent and cannot be postponed until the next available Committee Meeting, details of available funds will be provided by the treasurer, followed by a “round robin” e-mail to all committee members asking for a response/decision. A summary of the agreement and actions taken will be recorded in the Minutes of the Meeting.
* Request refusal/Lack of immediately available funds
  + If the request is refused, a summary of the reason for refusal will be communicated with the originator.
  + Where refusal relates to lack of available funds, the committee may make an undertaking to fund raise for this specific request.
* Committee Meeting Agreement
  + A summary of the discussion and agreement will be recorded in the Minutes of the Meeting.
  + The Secretary will send an e-mail request to the accountant confirming the decision. The Chair will be copied in on the e-mail(s).
  + The Chair will send a confirmation e-mail to the accountant (by forward/reply).
  + If the request for purchase was made by the secretary, the Chair and Treasurer should undertake the above e-mail tasks.
  + In the event the accountant requires further confirmation, e-mail communications will follow and should be actioned as appropriate.

**THIS PROCESS REPLACES VERSION 1.0**

*This procedure was adopted at a meeting of: Impstone Pre-school Parent Management Committee Held on:*

*Date to be reviewed:*

*Signed on behalf of the provider:*

*Name of signatory:*

*Role of Signatory (e.g. chair/director, owner): Chair*