



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.