



## STATEWIDE GROUP TRAINING (SA) INC

### PURCHASING POLICY

#### PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring that all purchases comply with current legislation and documentation procedures and are done in a fair and transparent way.

#### SCOPE:

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

#### POLICY:

SGT will provide company credit cards to authorised staff and purchase goods by a purchase order system. This will ensure that all purchases can be authorised by personnel within the organisation and expenses documented in accordance with lawful acts.

##### Company Credit Cards

Credit cards are for company purchases only and are not to be used for any other purpose. Credit cards are limited to \$1,000 or as approved by management.

All expenditure must be within the approved budget.

Under no circumstances are private or unauthorised purchases to be made on a SGT credit card.

Monthly validation of all credit card statements and tax invoices are to be affected by the Finance Manager.

##### Purchase Orders

Official company purchase orders are the preferred method of purchase

A purchase order and or number must be obtained prior to purchase from the Finance Manager or delegate. Confirmation of receipt of the purchase and recommendation for payment must be signed by the staff member making the purchase and forwarded to the Finance Manager or delegate as soon as received.

For purchase over the value of \$500 three quotes should be obtained, assessed and approved by the Finance Manager or delegate. When approved an order number will be issued on the selected provider.

All office supply purchases will be made monthly through the Finance Manager or delegate. Items will be available for collection at each Field Officers meeting or will be delivered direct to the local office by arrangement.



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All personal protective equipment must have a purchase order issued by the WHS Manager or delegate. Orders will be forwarded direct to the supplier for collection or distribution. Suppliers are not authorised to dispense any personal protective equipment without an official purchase order being provided.

All printing orders must be made through the delegated office or staff member. Approval for expense will be made by the Finance Manager or delegate.

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 8<sup>TH</sup> MAY 2024

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