Purchase and Expense procedure

v4b CM 28 March 2026

PO (purchase order)
Forms available on Club website under Members area / Our Club / Purchase, Expenses, Donations and GiftAid

If **less than £30** any member can submit claim. Office can use judgement. If in doubt ask Treasurer

If **less than £100** Head of dep can use judgement and let office know

£100 to £500 Get PO form. Request approval from any Board member

£500 to 1000 Get PO form & estimate(s). Request approval from Treasurer

over £1000 Get PO form & estimate(s). Request approval from Board

Claims must state purpose to enable correct accounting of the expense

PO form to state purpose to enable correct accounting of the expense

Request is approved (or denied see below)

Board member submits PO form to office and informs requester

Treasurer submits PO form to office and informs requester

Treasurer (or other Board member) submits PO form to office and informs requester

Office will be able allocate cost accurately. Office will place order (unless agreed otherwise with office). Office to chase order and let person ordering know of progress.

Claim processed by office. Payment by weekly summary report to Treasurer

Invoice processed by office. Payment by weekly summary report to Treasurer

Request denied: Treasurer/board member will clarify decision or request further information