



## **Policy on Club Purchases**

Sudbury Canoe Club  
206 Ramsey Lake Road  
Sudbury, Ontario

The following provides guidance to Section Co-Chairs with respect to Club purchases. The policy ensures that those responsible for making club purchases understand the requirements and process for the requests. The policy is designed to maximize the efficiency and convenience of the purchasing process, consistent with good business practices.

- A Section Co-Chair or Chairperson must get pre-approval from the Commodore, Vice-Commodore or Treasurer for all purchases that may exceed \$300
- Purchases that are under \$300 will still need the usual receipts but executive approval is not required. In those instances where more than one Section Chairperson is involved in a section, both Chairpersons must agree on any purchases. This can be done between the Section Co-Chairs without involving the executive
- All purchases require a receipt that must be submitted in a timely manner and attached to a summary page that identifies the club section, the date purchased, the item, the cost and identifies the individual to whom the re-imbusement is to be payed

Reviewed and approved by the Board of Directors – June 2016