



Purchasing Items for Guild Use Policy

Any purchase made on behalf of the Guild by a non committee member needs to have been given approval by a member of the committee before purchase. SIG coordinators and the Schools Programme are approved to make purchases of up to \$500 per year without prior approval. This includes use of Guild credit and Bunnings PowerPass cards.

All purchases made on behalf of the Guild need to be documented with a receipt or invoice supplied to the Treasurer. This can be in electronic or paper form. In either case, the issuing company, date, total amount, and materials or services paid for must be legible.

Purchases that include items for the Guild and personal items are allowed, as long as accompanied by an email explaining the subdivision of costs and totals. Ancillary costs such as GST and freight are to be divided proportionately.