



## Club Purchasing Policy

### 1. PURPOSE

This policy is aimed at providing all Royal Wootton Bassett Town Football Club coaches and Executive members with a clear process for the purchasing of ALL football equipment. This policy will ensure that there are no unapproved orders placed or unauthorised kit is worn by any club player.

### 2. SCOPE

The scope of this policy covers **all** RWBTFC equipment and kit purchases regardless of funding. This policy does not apply to Website Shop Purchases, small food purchases required for the kiosk, and match day hospitality.

### 3. RESPONSIBILITY

It's the responsibilities of all coaches / helpers executive members to follow and enforce this policy.

### 4. PROCEDURE

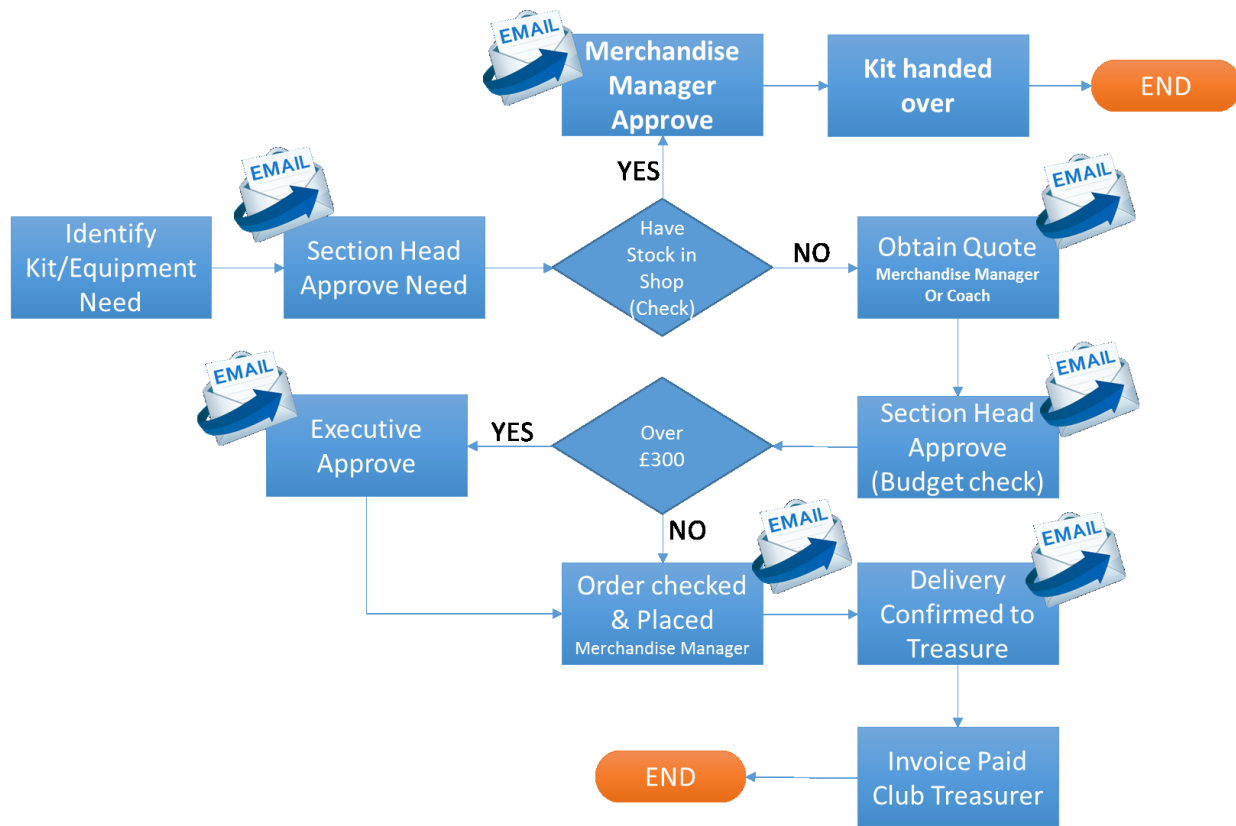
#### Key Controls:

1. All requirements must be agreed with the Section Head.
  - a. Including purchases of sponsored kit.
  - b. If agreement has not been given – Kit must not be purchased
2. All purchases over £300 must be approved by an Executive member.
  - a. If orders are placed with no approval – The Football club will not be responsible for the purchase.
  - b. Orders for sponsored kit – The sponsor's payment must have cleared before payment is made to the supplier of the kit.
3. Approvals consists of the following checks
  - a. Brand / Club Colours
  - b. Budget check
  - c. Ensure Club Shop check.
4. Approvals should be conducted over email so there is an audit trail.
5. The Club Shop **MUST** be checked for stock before any new purchases take place.



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### Purchasing Flow:



## 5. NON COMPLIANCE / SANCTIONS

Should this policy not be followed Royal Wootton Bassett Town FC may decide not to pay for unapproved purchases and the liability will reside with the person who placed the unapproved order.

Should kit become identified which has been purchased outside of this policy or is in breach of club colours / agreed sponsors, Royal Wootton Bassett Town FC may take the decision to remove offending kit.

### Endorsed by:

Signed: (Club Secretary) *I Thomas* Date: 12<sup>th</sup> November 2017

Signed: (Club Chairman) *A Walduck* Date: 12<sup>th</sup> November 2017