

**ANZGITA**  
**Purchasing & International Funds Transfer Procedures**  
November 2015

**Operational Policy Statement**

ANZGITA will ensure that its financial planning and management practices do not pose financial risk to the charity and are consistent with, and do not materially deviate from, the resource allocation priorities for the organisation as set by the Board in the course of strategic planning. We will ensure that our financial management reflects our goals and supports an efficient and sustainable set of programs.

**Purpose**

This procedure provides clear guidelines for

- the authorisation and purchasing of goods and services other than through petty cash.
- The transfer of funds overseas to program partners

The primary aim is to facilitate the purchase of quality goods and services that support the functions of ANZGITA while obtaining value for money, minimising risks, minimising environmental impacts and providing transparency in all accounting matters.

**Scope**

This procedure applies to all board members of ANZGITA.

**Responsibility**

The ANZGITA office bearers shall be responsible for finance matters and the Treasurer shall ensure that purchasing procedures are in place, routinely followed and reported on at Board meetings of ANZGITA.

**Application**

The principles for purchases to be followed are:

- Board members shall not permit themselves to be placed in a position where they might be, or deemed by others to be, influenced in making business decisions on grounds other than sound commercial judgement.
- ANZGITA must maintain a reputation for fair and impartial dealing with suppliers and with those who bid for contracts to supply goods and services. This will be achieved by demonstrating high ethical standards by all persons involved in purchasing and ensuring that there is a fair and open process.
- Board members should ensure that all equipment complies with any relevant Australian Standards or ANZGITA standards.
- Where practical, when purchasing goods and services, environmental aspects shall be identified and considered, impacts analysed and environmental risks controlled.

- To ensure that ANZGITA is receiving value for money quotations shall be obtained in accordance with the following thresholds:
  - o Where the total purchase price is between \$100 - \$500 one quotation (faxed, written or emailed) and sent to the Secretary or Treasurer.
  - o Where the total purchase price is between \$500 -\$1000 two quotations (faxed, emailed or written) to be sent to the Secretary or Treasurer
  - o Over \$1,000 at least three quotations (faxed, emailed or written) to be sent to the Secretary or Treasurer.
- If the required number of quotations cannot be obtained or if the board member determines that there are justifiable reasons for not seeking the required number of quotations, then a comprehensive explanation shall be recorded on the single quotation.
- All supporting invoices/vouchers and tax invoices must be obtained for all acquisitions and provided promptly to the Treasurer.
- Personal credit card payments will be authorised when ANZGITA does not have, or cannot obtain, an account with a supplier.
- Online purchasing is permissible and must follow the above procedure including the application of dual authority prior to purchasing.

The principles for overseas funds transfers to be followed are:

- Where possible, transfers will only be conducted between regulated financial institutions. In other cases, where a remittance service provider is used, only one registered with AUSTRAC on the Remittance Sector Register is to be used.
- Transfers will only be made to accounts under the management control of previously vetted responsible persons in partner organisations with whom we have agreements prepared using the ANZGITA in-country partners policy.
- The responsible person will be informed in advance of transfers and confirmation of receipt via email will be obtained by the Treasurer. The Treasurer will keep details of all overseas transfers.

### **Authority**

ANZGITA office bearers (Chairman, Deputy Chairman, Secretary and Treasurer) shall have the authority to authorise purchases of goods and services and overseas funds transfers. In all cases a purchase or transfer initiated by an office bearer shall be counter signed by a second office bearer prior to the purchase/transfer being transacted.

Agreed by the Board.  
May 2016