



House of Orb Purchasing Policy and Procedure

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1. Scope

This policy and procedure sets out the House of Orb (HoO) requirements for the management of relevant transaction activities related strictly to the going concerns and activities aligned to the associations objectives carried on by the HoO.

This document supports the overall objectives of the HoO regarding financial management, financial accounting, and financial assurance.

2. Application

This policy and procedure applies to all members of the HoO and all elected members of the HoO committee.

This policy and procedure also applies any individual engaged by the HoO in the course of carrying out activities in line with the purpose of the HoO being:

“House of Orb facilitates events while fostering a safe and inclusive community platform for creative and artistic expression”

The policy and procedure is to be provided to all new members, elected committee members, and individuals engaged by the HoO as required or upon request in writing to HoO Treasurer or general HoO email inbox.



3. Purchasing Policy

Purchases by members, committee members, or individuals of goods and services as required in the course of carrying of HoO activities, duties, or commitments is approved under this policy when carried out in line with procedural requirements and within approved delegated financial authorities levels.

Procedural requirements must be met in order for purchasing and expenditure approval prior to incurring expenses.

Physical and/or digital records must be kept in line with financial accounting standards applicable to the HoO as a registered non-for-profit organisation.

For expenditure incurred by individuals noted in Section 2 reimbursement shall only be remitted by the HoO Treasurer or other authorised banking authority upon confirmation and provision of both pre-approval records and required receipt documentation.

If documentation is not provided the HoO Treasurer shall carry total discretion for procedural treatments under the requirements of the applicable legislation and standards.

This Policy carries preferred supply arrangements where relevant for purchasing and transactions. The preferred order of purchasing and sourcing is;

1. Internal services and/or goods from HoO members
2. Services and/or goods from suppliers connected with, or related to the HoO association
3. Second hand or recycled goods (i.e. Op Shops, FB Marketplace, Swapmeets, online resellers)
4. Certified sustainable suppliers of goods and/or services
5. Local Perth-based suppliers of goods and/or services
6. Online suppliers of new goods in Perth and/or Australia
7. Online foreign suppliers of new goods categorised as 'fast fashion' or 'disposable goods' (i.e. Temu / Shien / AliExpress / Alibaba)

Purchases may align to one or more of the above categories of supply arrangement.

4. Delegated Financial Authorities

Under this purchasing policy the HoO provides the following Delegated Financial Authority (DFA) to positions described.

The value of any single transaction or series of transactions within a given period may lower the available Cash At Bank (CAB) level of the HoO below any applicable financial reserve policy inclusive of recorded or potential liabilities.

Self-approval is not allowable under the DFA framework.

The roles noted below may provide pre-approval of general budgets for scope-limited transactions or potential transaction values with final costs being provided post-expenditure.



Position / Role	Operational Event and Public Functions: Purchasing / Expenditure		Administrative: All other matters and activities	
	Single Transaction Value	In any three (3) Month Period	Single Transaction Value	In any three (3) Month Period
HoO Committee	Consensus*: No limit Majority: \$1,000	Consensus*: No limit Majority: \$3,000	Consensus*: No Limit Majority: \$500	Consensus*: No Limit Majority: \$1,000
Chair	\$0	\$0	\$0	\$0
Treasurer	\$300	\$1,200	\$150	\$300
Committee Member	\$0	\$0	\$0	\$0
Association Member	\$0	\$0	\$0	\$0

Table: Association Delegated Financial Authorities for non-recurring transactions

*Consensus applies to Committee members present at meeting quorum

Position / Role	All matters and activities	
	Any single contract value (Liability)	Annual recurring cost
HoO Committee	Consensus*: No Limit Majority: \$2,000	Consensus*: No Limit Majority: \$500
Chair	\$0	\$0
Treasurer	\$1,000	\$300
Committee Member	\$0	\$0
Association Member	\$0	\$0

Table: Association Delegated Financial Authorities for recurring, subscription, or liability commitments

*Consensus applies to Committee members present at meeting quorum



5. Purchasing Procedure

All individuals covered by the scope of this policy are to following the purchasing procedure:

1. Determine alignment of proposed expenditure to association objectives along with quoting level of expenditure to be incurred, or providing a proposed budget for expenditure in writing.
2. Follow preferred options hierarchy for acquiring goods and services.
3. As requested or required by the approving officer or committee member, provide multiple quotes and/or options for goods and services to be purchased.
4. Confirm in writing approval is granted in line with Section 4. Delegated Financial Authority tables. Approvals must come from the appropriate Position / Role as noted in the table.
5. Incur purchasing expenses and keep detailed physical and/or digital records of Tax Invoices noting supplier ABN, GST, and amount paid on invoice.
 - a. NOTE: If payment records can not be provided, reimbursements will not be processed.
6. Provide receipts and invoices to the HoO Treasurer via admin@houseoforb.com.
7. Reimbursement will occur within 30 days of provision of receipts and invoices to HoO Treasurer on a cash receipt basis.

6. Breaches of Policy and Procedure

If any individual covered by the application of this policy becomes aware of a real or potential breach of this policy and procedures notification must be immediately provided to the HoO Treasurer via email or other electronic messaging means.

If for reasons of unavailability, perceived conflict of interest in the breach, or notification being unacknowledged for material periods of time, the breach report shall be escalated to the HoO committee via email to admin@houseorb.com.

Breaches of this policy and procedure may result in expenses claimed not being processed for reimbursement, or in instances where a reimbursement has been completed the HoO may direct the individual to repay reimbursed amounts.

Repeated or significant breaches of this policy and procedure may lead to disciplinary action and removal of an individual's membership with the association. Potential criminal cases of breaches, fraud, or embezzlement will be referred to proper authorities.



Content Owner and Approvals

Content	Author	Version	Date
Purchasing Policy and Procedure	HoO Treasurer - Jared Stone	V.1 - Initial Document draft	October 2024
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