

**HUME REGION GUIDELINES FOR THE PURCHASE OF ITEMS**  
**AND WORKS ON REGION HALLS/CAMPSITES.**

**Badges:** A request for the purchase of Badges must be made to the Region Office not direct to the Supplier. This is done after you have received and submitted to the Region Office at least 1 quote (if over \$500 2 quotes required) and a proof of the Badge together with a note saying that you accept this badge. This applies irrespective of where the Badges are ordered from including overseas. The Office will arrange a Purchase Order to be raised after checking the quote/s and send to the supplier. The Badges will be delivered to the Region Office for collection; under no circumstances are they to be delivered elsewhere. It should also be noted that the expenditure must be included in the Budget for the Event. The cost of the Invoice for these will be paid by the Region Office.

**Other Items:** Any other items required for any Region/Region Commissioner/ Section District Leaders or Campsites must be once again ordered through the Region Office together with 2 quotes if under \$2000 excluding GST. (Unless being purchased from the Scout Shop) The Office will arrange a Purchase Order if approved by the Region Executive Committee this includes items from the Scout Shop. These items should be within Budget. Items will be delivered to the Region Office for collection. For items of \$2000 or over, 3 quotes are required and a Capital Expenditure Request to State will be raised by the Region Treasurer if not within Budget. This requires approval of the Region Executive Committee. This may take at least 2 months depending on the item and its urgency.

**Works:** This includes any works on Region controlled Halls and Campsites, 2 quotes are required for under \$3000 or 3 quotes if over. This includes the expenditure of Grant monies. Region controlled halls include Bardia.

The issue of a works order is also required for Repairs and Maintenance to Equipment being carried out by an outside supplier. This supplier must also provide a copy of License (applicable to trade), Copy of Insurance and sign a Workplace Agreement.

Invoices are to be forwarded to Hume Region for payment and please have the supplier provide banking details for direct deposit of payment.

These conditions are required to give transparency, cover the purchaser and satisfy Audit requirements.

Amended 30/05/18