



11 July 2017

Australian 16ft Skiff Association Creditor / Supplier Payment and Ordering Policy.

1. Pre- approved payments by the committee to creditors / suppliers are as follows.
 - (a) New boat purchases - New Yachts, Thorpe Boatbuilding. CST, Truflo Sails
 - (b) ASSA PO Box annual rental (The committee is to be made aware of any rental cost increases and approve payment of such costs)
 - (c) ASSA mobile phone bill (The committee is to be made aware of any rental cost increases and approve payment of such costs)
 - (d) DCL Recruitment labour charges, Jenny to keep a diary on hours worked. (The committee is to be made aware of any cost increases to the hourly rate and approve payment of such costs)
2. All other payments to creditors / suppliers are subject to the approval of a minimum of two committee members one being the ASSA President, Secretary or Commodore.
3. The Payment Policy is to be reviewed annually, sooner if deemed necessary or at a committee member's request.
4. An official purchase order must be provided to a supplier quoting an order number, a description and price of the goods the ASSA is requesting the supplier to provide.