



Man O'War GFC

Procurement Policy

Created By	MOW Executive
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Status	Active

INTRODUCTION

Procurement is defined as the act of obtaining or buying goods and services. The process includes the preparation and processing of a demand, as well as the end receipt and approval of payment.

This policy outlines the procedure to be followed by members of Man O'War Gaelic Football Club when procuring goods and services, including capital expenditure, on behalf of the Club.

PRINCIPLES

Procurement is about ensuring the "best value for money". While "best value for money" will be the primary objective of the procurement policy, there are other principles which must be adhered to.

- **Competitive Supply:** procurement should be carried out by competition unless there are convincing reasons to the contrary.
- **Efficiency:** procurement processes should be carried out as cost effectively as possible.
- **Impartiality:** suppliers should be treated fairly, including commercial confidentiality where required.
- **Integrity:** there should be no corruption or collusion with suppliers or others.
- **Informed Decision Making:** decisions should be based on accurate information.
- **Transparency:** there should be an openness and clarity on procurement policy and its delivery.

CLUB POLICY

Man O War GFC is committed to the development and maintenance of an equitable, fair and transparent procurement policy for the procuring of goods and services for the Club.

All goods and services purchased on behalf of the Club shall be pre-approved in accordance with the procedure outlined in the attached Table – Appendix 1 & 2

Volunteers that purchase goods or services from a single supplier on a regular basis should discuss the establishment of an account with the Executive Committee for ease of managing finances.

Where possible, purchases of goods and services should be made from our Sponsors or from local businesses.

ROLES AND RESPONSIBILITIES

The Executive Committee will ensure that the proper purchasing/procurement procedures are followed. Any suspected deviation from the correct procedures should be investigated by the Executive Committee.

GOODS AND SERVICES

Before placing an order for any goods and services, Man O'War GFC should obtain the requisite number of quotations/ tenders from potential suppliers/contractors and the approval of the appropriate Club Officer(s). Man O'War GFC should adhere to the following procurement/ purchasing guidelines.

All committee members must be aware that expenditure is committed when an order is placed on behalf of the Club not when payment is requested. Therefore, it is important that all orders are placed properly, and are within agreed budgets and delegated powers

PROCEDURE

Volunteers who identify a need to purchase goods or services, including capital expenditure, on behalf of the Club shall submit their proposal for prior approval.

The cost of the purchase determines the level of pre-approval required and is clarified in Appendix 1 &2.

ESTIMATED VALUE OF ORDER

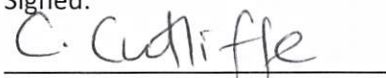
The estimated value of the tender will determine the other actions required

- Below €100 - No quote required.
- €101 to €500 - A single oral quote.
- €501 to €1,500 - A single written quote.
- €1,501 up to €5,000 - A minimum of three written quotes.
- > €5,001 - A minimum of three written quotes, based on a clear written specification of requirement.

Each Executive Committee Member or Club member of Man O'War GFC must adhere to the above guidelines. Any person who does not follow this policy may be the subject to disciplinary action by Man O'War GFC Executive Committee.

The club's Executive Committee will be responsible for ensuring the guiding principles outlined in this policy are implemented and followed by all club members.

Signed:



Caroline Cutliffe
Chairperson

Date: 29.5.25



Tom Hoare
Secretary

Date: 29 May 2025

Appendix 1: Volunteer Claiming Expense.

Level of expenditure	Procedure for approval of spend	Approval Required for future spend	Procedure to claim payment	Approval Required for payment	Payment of expenditure
Expenditure up to €50	Inform Treasurer		Complete the expenses claim form and attach receipts	Email to Chairperson for approval	Issued by Treasurer
Expenditure from €50-€100	Inform Treasurer and or Chairperson for approval		Complete the expenses claim form and attach receipts	Email to Chairperson for approval	Issued by Treasurer
Planned Expenditure between €100-€500	Expenditure must be approved before commitment made	Email full details of planned cost to Chairperson and Treasurer for approval before commitment made	Complete the expenses claim form attach receipts	Email to Chairperson for approval	Issued by Treasurer
Planned Expenditure between €500 – €1,500	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on 1 written quote before expenditure commitment is made.	Complete the expenses claim form and attach receipts	Email to Chairperson for approval	Issued by Treasurer
Planned Expenditure between €1,500 – €5,000	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on 3 written quotes before expenditure commitment is made.	Complete the expenses claim form and attach receipts	Email to Chairperson/ Secretary for Executive to approve	Issued by Treasurer
Planned Expenditure of > €5,000	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on agreed specification and at least 3 written quotes before expenditure commitment is made.	Complete the expenses claim form and attach receipts	Email to Chairperson/ Secretary for Executive to approve	Issued by Treasurer
The Treasurer shall not issue payment for costs claimed unless these procedures are followed.					
Note: The amounts above refer to the full payment for a product or service, therefore, when claiming, you must state the full cost (inclusive of VAT)					

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Appendix 2: Club Invoiced directly.

Level of expenditure	Procedure for approval of spend	Approval Required for future spend	Procedure for payment	Approval Required for payment	Payment of expenditure
Expenditure up to €50	Inform Treasurer		Invoice received by Treasurer	Email to Chairperson or Secretary for approval	Issued by Treasurer
Expenditure from €50-€100	Requires Chairperson Approval		Invoice received by Treasurer	Email to Chairperson or Secretary for final approval	Issued by Treasurer
Planned Expenditure between €100-€500	Expenditure must be approved before commitment made	Email full details of planned cost to Chairperson and Treasurer for approval before commitment made	Invoice received by Treasurer	Email to Chairperson or Secretary for final approval	Issued by Treasurer
Planned Expenditure between €500 – €1,500	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on 1 written quote before expenditure commitment is made.	Invoice received by Treasurer	Email to Chairperson or Secretary for final approval	Issued by Treasurer
Planned Expenditure between €1,500 – €5,000	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on 3 written quotes before expenditure commitment is made.	Invoice received by Treasurer	Email to Chairperson or Secretary for final approval	Issued by Treasurer
Planned Expenditure of > €5,000	Expenditure must be approved before commitment made	Minute approval by Executive Committee based on agreed specification and at least 3 written quotes before expenditure commitment is made.	Invoice received by Treasurer	Email to Chairperson or Secretary for final approval	Issued by Treasurer

The Treasurer shall not issue payment for costs claimed unless these procedures are followed.

Note: The amounts above refer to the full payment for a product or service, therefore, when claiming, you must state the full cost (inclusive of VAT)