

Policy for the Procurement Of Equipment from Central Funds for the Use of Thrapston and District U3A Groups (Draft 5)

Once agreed by the committee, possibly at the November Committee Meeting, the principles and procedures described below will be piloted, and reviewed at the Committee Meeting on 3 March 2017.

1. Introduction. The Committee of Thrapston & District U3A has agreed that a policy should be implemented for the purchasing of capital equipment from central reserves at the request of Groups. This policy lays down the principles and procedures for the submission and approval of such requests.

2. Principles:

2.1 Thrapston and District U3A charge a membership fee which is commensurate with the effective administration of the organisation, and the purchase and maintenance of equipment.

2.2 Thrapston and District U3A Groups maintain their own affairs, which generally include the costs involved in running each individual group such as the purchase of consumables.

2.3 Groups have the use of centrally owned equipment, e.g. computer, projector, screen, flip charts and stand.

2.4 A Group may suggest that the Thrapston and District U3A purchases equipment. Any such purchases will be added to the inventory of centrally owned equipment and will be covered by U3A insurance.

2.5 A suggestion cannot be approved when the cost of the purchase would take the financial reserves of Thrapston & District U3A below the minimum amount required, i.e. 75% of annual running costs.

2.6 The equipment purchased under this Policy must be available to other Thrapston and District U3A Groups when requested.

2.7 The Equipment Manager must be kept informed of the location of the equipment and the contact details of the U3A member who holds the equipment, i.e. the 'Holder'

2.8 The Holder must ensure that the equipment is kept securely to meet **U3A** insurance regulations.

2.9 In the event of a group ceasing to operate, the equipment must be returned to the Equipment Manager.

2.10 Once implemented this Policy will be subject to annual review.

3. The Process

3.1 Suggestions for the purchase of equipment should be made using the on-line Equipment Suggestion Form which is available on the Thrapston & District U3A website. Completed forms should be submitted by the Group Leader to the Equipment Manager for consideration by the Committee.

3.2 If a form is submitted which is incomplete, the Equipment Manager will return the form to the Group Leader for completion.

3.3 The Equipment Manager will acknowledge the receipt of the Equipment Suggestion Form. However, if there are insufficient funds to meet the purchase of the equipment, the Equipment Manager will inform the Group Leader. The Equipment Manager must maintain close liaison with the treasurer with regard to the financial reserves available.

3.4 A request for the purchase of equipment will be considered at the committee meeting following the receipt of the completed form.

3.5 The committee must agree that the amount allocated for the purchase can be afforded by the funds available in the Thrapston and District U3A budget. Purchases cannot be joint funded.

3.6 The Committee's decision will be final and communicated to the Group Leader by the Equipment Manager

3.7 Where a purchase is declined by the committee, the Equipment Manager may give the Group Leader information about other sources of funding. Equipment purchased through a grant from an external funding organisation will still remain the property of Thrapston and District U3A, not the individual group.

3.7 Group leaders should inform the Equipment Manager of any purchases made from an external source as described in 3.7

4. Purchase of Equipment

4.1 The Group Leader must provide at least 2 quotations of the equipment required. This information will accompany the Equipment Suggestion Form.

4.2 Once funding for suggestion has been agreed by the committee, the equipment will be purchased by the Equipment Manager in consultation with the Group Leader

Review Date: 3 March 2017

END OF POLICY FORM

The application form is on the next page

Form: Suggestion for Purchasing Equipment

Instructions

- 1. This form must be used when applying for the purchase of equipment from central funds for use by groups. It must be completed by the Group Leader and returned to the Equipment Manager with 2 quotations. The Equipment Manager will acknowledge receipt of the form and will inform the Group Leader should there be insufficient funds to submit the request to the Committee.
- 2. If the form has not been completed correctly, or if quotations are missing then it will be returned to the Group Leader for amendment.
- 3. The Committee meets on the first Friday of each month. Please make sure that the form is submitted to the Equipment Manager up to and including the Friday before the Committee meeting to enable inclusion on the Agenda.
- 4. The Equipment Manager will inform the Group Leader of the Committee's decision
- 5. The Committee's decision will be final.

Please complete Section A of the form and return it to the Equipment Manager, together with two quotations.

Section A

Name of Group

Group Leader

Equipment required
.....

Reason for the suggestion
.....
.....
.....
.....

Please submit 2 quotations (including VAT & any delivery charge).

Signed (Group Leader)..... Date.....

Section B

For use by the committee

Date the request was referred to the Equipment Manager.....

Date the request was considered by the Committee.....

Committee decision:

.....
.....

Signed (on behalf of the Committee)

Date

