



Purchasing Policy -

Penticton Track and Field Club

1. Authorized Program Discretionary Budgets

To support program operations, the designated purchasing coach of each program is authorized to make purchases within the following annual discretionary budgets without prior Board approval. Note that these are annual budgets for our fiscal year and not budgets per season of competition. The fiscal year runs from December 1st to November 30.

Program	Annual Discretionary Budget
Junior Development	\$300
Power/Speed	\$500
Distance	\$500

These funds are intended for program-related expenses that benefit all athletes within the program such as:

- Training equipment
- Consumable program supplies

Discretionary budgets reset at the beginning of each fiscal year and unused funds do not carry forward.

3. Payment Method

Program purchases should be made using the Club credit card whenever possible. Purchase requests should be made by the Head coach of the program and emailed to the treasurer and outline:

- Item(s) to be purchased (with link to order)

- Estimated cost (including taxes, delivery and duties)

4. Personal Credit Card Purchases

Purchases made on a personal credit card are strongly discouraged. They may only occur in emergency or time-sensitive situations where the club credit card is not available (for example, team relay registration at a track meet)

In these cases:

- The Treasurer must be notified by email.
- An itemized receipt must be submitted.

5. Purchases Exceeding Program Discretionary Budgets

Any purchase that exceeds the annual discretionary budget for a program requires prior approval from the Board of Directors.

Requests should be submitted to the Treasurer or Club President and include:

- Description of the purchase
- Estimated cost
- Purpose and benefit to the program

6. Receipts and Documentation

All purchases made on behalf of the club must include itemized receipts.

Receipts must be submitted to the Treasurer within 14 days of purchase to ensure accurate bookkeeping and financial reporting.

7. Treasurer Duties

The Treasurer will:

- Track discretionary program spending
- Maintain purchase records and receipts
- Report program expenditures to the Board as part of regular financial reporting