

METROPOLITAN CALOUNDRA SLSC

PROCEDURE

Name of Procedure: Clothing Orders	Section: Finance
Procedure Number: 1	Version: 1
Effective date: 18 July 2022	Revision date:
Approved by:	Approved date:

- Clothing Officer, Team Manager etc to organise a quote from the supplier for the uniform/clothing
- Clothing Officer, Team Manager etc Complete **Uniform Order Form**.
- *Uniform Order Form* is to be submitted to the Treasurer for approval
- Treasurer will email clothing order form to Admin Staff for ordering who will issue a Purchase Order number to the supplier
- When clothing is ready and delivered to club, Club Admin Staff to check order with Invoice
- Invoice entered in Xero for payment
- Clothing is entered into Vend and fee set
- If clothing is for Clothing Shop it is unpacked into shop
- If clothing is for a special event (i.e State or Aussies) it is packaged for members by Clothing Officer or Team Manager and distributed to members