

**PURCHASING**

Purchases can only be made if they are legitimate and in accordance with the agreed intentions of the Board.

All purchases up to £50 must be pre-authorised by at least two directors of the Charity before any commitment to purchase is made, or purchase order issued. Such authorisation can be given by telephone in the case of minor expenditure under £25. At least one of the pre-authorising officers must be an authorised cheque signatory.

Any expenditure over £100 must be pre-authorised by a majority of the directors of the Charity before any commitment to purchase is made, or any purchase order issued. Directors' approval can be sought in writing by email or at a meeting of the Directors.

11<sup>th</sup> February 2020