



Moreton City Excelsior Football Club

Committee Position – Purchasing Officer

The duties of the Purchasing Officer shall be:

- The responsibility for all equipment and merchandising purchases made on behalf of the Club, ensuring all purchase orders are documented and checked against invoiced goods upon arrival (Club Administration Co Ordinator has discretionary purchasing to the value of \$500 for equipment)
- Once goods have been checked, ensure that all accounts payable invoices are given to the club Administration Co-Ordinator for processing into the clubs accounting system for payment.
- Develop and maintain a register of preferred suppliers.
- To purchase Club trophies for all end of season presentations, based on player lists from the registrar and advice from the executive.
- Liaise with the merchandise officer and equipment officer to ensure all orders for equipment and merchandise are processed and received in good order.
- Assisting as Ground official, Running the bar or General help at sign on days, Musters, Carnivals, presentation days etc.

