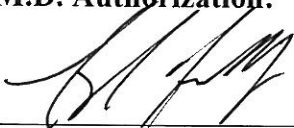




RESORT • GOLF • SPA

Standard Operating Procedure

Department: All Departments	Proposed By: Finance & Accounting	Number of Pages: 1 of 2
Subject: Purchase Orders/Letters of Engagement	M.D. Authorization: 	Supersedes Policy Dated: 1 November 2012
Effective Date: 1 February 2013	Distribution: Department Heads	

Policy:

In order to manage costs effectively, all purchases of goods and services are to be pre-approved by the Hotel General Manager and by the Managing Director for expenses exceeding \$2,500 through the use of a Purchase Order form for the purchase of goods or a Letter of Engagement form for the purchase of services. Under no circumstances should there be any deviation from policy except as noted under Emergency Purchases.

Responsibility:

All department heads and designated managers are to submit their request on the applicable form for the purchase of all goods and/or services from Approved Vendors to the Hotel General Manager on a timely basis in order not to interfere with normal business operations.

Approved Vendors:

To be considered as an Approved Vendor all department heads and designated managers are to submit an Approved Vendor Requisition Form to the Hotel General Manager and Managing Director for approval.

Quotations:

All department heads and designated managers are to obtain quotations from Approved Vendors based on estimated annual volumes.

Purchase Orders/Letters of Intent:

See Procedures section below for the steps to be followed in completing Purchase Orders and Letters of Intent.

Emergency Purchases:

All department heads and designated managers are authorized on an "Emergency Basis Only" to purchase goods up to a value of \$100. All Emergency Purchases in excess of \$100 are to be pre-approved by the Hotel General Manager or designate.



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Standard Operating Procedure

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Procedures:

The Purchase Order and Letter of Engagement forms and the steps on how to complete the Purchase Order form are located on the Department Head "K" Drive. Completion of the Letter of Engagement form is self-explanatory.

Completed Purchase Orders and Letters of Engagement Form along with 2 (two) additional supporting quotes are to be forwarded to the Hotel General Manager for approval. The approved Form will be forwarded to the Accounting Department who will keep the original send a copy to the originating Department Head. The Department Head is only then to forward a copy of the approved Form to the vendor.

Reimbursement of Emergency Purchases under \$100 will be by petty cash through the submission to the Accounting Department of a Request for Reimbursement form and receipts that has been approved by an Executive Committee member.



REQUEST FOR REIMBURSEMENT

DATE: _____

NAME: _____

DIVISION: _____

DEPARTMENT: _____

CHARGE TO:

Account Name: _____

Account Number: _____

AMOUNT: _____ (Attach Receipts)

=====

EXPLANATION/REASON:

SUBMITTED BY: _____

APPROVALS:

DEPARTMENT HEAD: _____

DIVISION HEAD: _____