

Checklist

For proposed asset purchases and service arrangements

The Branch Delegations Policy procedure for larger transactions requires: "the provision of supporting detail ... and independent authorisation ... prior to making any commitment to purchase an asset or engage a service provider or apply for a grant". To assist with this process the following checklist has been developed.

Item	Yes	No	NA
SECTION A – ASSET PURCHASE OR LEASE (NOT REAL ESTATE)			
1. Have at least two written quotes been received?			
2. Is the proposal the cheapest quote? If not, outline why preferred quote is proposed?			
3. Does your Formation have an asset register that is regularly updated?			
4. Will the asset be securely stored? Provide details:			
5. If the asset is a trailer, boat or motor vehicle, will the item be registered in the name of the 'Scout Association of Australia, Victorian Branch'?			
6. Will the asset be covered by your Formation's current insurance policy? If not, how do you propose to ensure that the item be insured?			
7. Is the item primarily for the use of your Formation?			
SECTION B – PURCHASE, SALE OR LEASE OF REAL ESTATE			
8. Has approval for any proposed property purchase, sale or lease been approval by the BEC or its delegate in accordance with the procedures set out on the 'Real Property Policy'?			
SECTION C – SERVICE ARRANGEMENTS (INCLUDING BUILDING MAINTENANCE AND IMPROVEMENTS)			
9. Have at least two written quotes been received?			
10. Is the proposal based on the cheapest quote? If not, outline why preferred quote is proposed?			

11. If the services involve building works, is the preferred supplier a registered service provider and have public and professional liability insurance?			
12. If the services to be procured involve additions to a building, has the Branch Group Facilities Subcommittee's endorsement been obtained?			
13. If any proposed additions to a building require a building permit, or a planning scheme permit under the local Council planning scheme, have such permit been sought and/or obtained?			
SECTION D – ALL ITEMS			
14. Has the approval of the relevant Group Council and/or Group Support Committee / District Executive / Region Executive been obtained?			
15. Are the relevant Formation funds available? Provide details of the source of funding proposed, including internal and external, current investments, other.			
16. Can you confirm that all of those involved in the proposed procurement process have considered possible conflicts of interest and declared that no conflicts of interest arise?			

I declare that the above declaration is to the best of my knowledge true.

Signed (proposer): _____

Position: _____

Purchase authorised (Executive Manager OR Chairperson of Independent Control Group OR District Commissioner [if transaction is proposed by a Group] OR Region Commissioner [if transaction is proposed by a District]):

Signed: _____

Position: _____

Date: _____