



## Financial Procedures

1. Expenditure on Stationery, Printing, Keys and Postage by committee as required
2. Expenditure over £250 to be approved by a majority of committee members before being incurred. Approval can be gained by email/telephone, i.e no meeting required
3. No expenditure with contractors to be incurred until a written quotation has been received. If the written quotation is over £1K then at least one other quote will be sought.

However, where the Society has a longstanding relationship with a reliable preferred supplier, upon agreement by the majority of committee members, this may be waived up to a value of £1k.

4. In the event of a time critical emergency and where the NAS has previous experience of a reliable supplier, that supplier may be approached as a sole supplier on the agreement of a quorum of the committee without the need for a second quote.