



Western Australian Pharmacy Students' Association Curtin

Building 306, Curtin University, Hayman Rd, Bentley, WA, 6102

Email: wapsa@napsa.org.au ABN: 64624731955

WAPSA Curtin Internal Purchasing Policy

Definitions

In this policy:

Executive Committee refers to the senior leadership of Western Australian Pharmacy Students' Association (WAPSA) Curtin responsible for governance and decision-making. The Executive Committee consists of:

- President
- Vice President
- Secretary
- Treasurer

Committee Member refers to any individual holding an official position within WAPSA Curtin's committee, including the Executive Committee and other subcommittees. Committee members participate in decision-making, planning, and activities related to the association.

1. Purpose

This policy ensures all purchases made on behalf of the Western Australian Pharmacy Students' Association Curtin (WAPSA) Curtin are approved, transparent, and financially accountable. It applies to all committee members and covers all purchases, reimbursements, and financial commitments.

2. Approval Process

All purchases must be approved in advance by the Executive Committee. When requesting approval, members should provide a description of the purchase, an estimated cost, and its intended purpose. Without prior approval, reimbursement is not guaranteed.

Committee members must also advise the Executive Committee before taking home any purchase, including merchandise, event supplies, or equipment.



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3. Treasurer Reporting

All claims, receipts, invoices, and transactions must be submitted to the Treasurer for record-keeping. This applies to all purchases, regardless of the amount or payment method. Receipts should be submitted within seven days of purchase and accompanied by a brief note describing what the purchase was for.

4. Spending Guidelines

Purchases must be reasonable, cost-effective, and relevant to WAPSA Curtin activities. Members are encouraged to compare prices where possible and to use preferred suppliers or existing supplier relationships.

5. Committee Members Purchasing WAPSA Merchandise for Personal Use

Committee members may purchase WAPSA merchandise for personal use at the standard member price, unless a specific discount has been approved by the Executive Committee.

Such purchases must be paid for in full at the time of order, advised to the Executive Committee before the items are taken home, and processed through the Treasurer to ensure accurate stock and sales records. Personal merchandise purchases are not eligible for reimbursement.

6. Accountability and Compliance

The Treasurer will maintain accurate records of all transactions for auditing and reporting purposes. Non-compliance with this policy may result in non-reimbursement and/or further action by the Executive Committee.

All committee members are expected to follow these procedures to ensure responsible use of association funds.



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7. Training & Support

The Treasurer will provide guidance on purchasing and reimbursement procedures, and new committee members will receive a brief induction during onboarding. This policy will be accessible to all members at all times, and the Executive Committee will respond to any questions or clarification requests.


8. Review

This policy will be reviewed annually by the Executive Committee to ensure it remains relevant and effective.

Last updated: September 2025

9. President Sign-Off

This policy has been reviewed and approved by the WAPSA Curtin President on behalf of the Executive Committee.

Signature: 

Name: Kaitlyn Campbell

Date: 1st October 2025