



Canadian Military Police Association
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BY-LAW 2 ANNEX I APPENDIX 2
PURCHASING AGENT MP KIT SHOP
TERMS OF REFERENCE

1. The Purchasing Agent for the CMPA MP Kit Shop shall be selected by the Manager, MP Kit Shop. The incumbent is a volunteer who has shown an interest in, and capability to, acquire products on behalf of, and for, the MP Kit Shop. The Purchasing Agent is responsible, to the Manager MP Kit Shop, for carrying out the following roles and responsibilities:

- Have working knowledge of, and experience in working with, MS Word and Excel and website editing.
- Have an understanding of retail business principles and practices.
- Assist the Manager MP Kit Shop in maintaining the proper amount of stock by proactively monitoring online inventory levels for both Kit Shop locations.
- Assist the Manager MP Kit Shop, in ensuring the quality of Kit Shop products are maintained to a professional standard.
- Create separate Purchase Orders for both the Online MP Kit shop & the CFMPA kit shop.
- Ensure all suppliers' invoices are accurate and the type of stock received is correct and of a professional quality.
- Ensure suppliers invoices are paid by:
 - A CMPA credit card
 - NPP cheque request
 - NPP direct deposit.
- Assist the Manager MP Kit shop with reconciling monthly credit card transactions with NPP.
- Submit all suppliers' invoices to the Kit Shop Manager for approval and forwarding to NPP.
- Respond promptly to all e-mails, letters, and social media questions and/or concerns related to MP Kit Shop purchases.
- In conjunction with the Shipper MP Kit Shop, conduct quarterly inventory stocktaking.
- Be prepared to fill in for the Manager MP Kit Shop or Shipper MP Kit Shop during their absence; and
- Perform other duties as directed by the President, Vice-President, or Kit Shop Manager.