

ORDERS

POLICY

Rationale:

- School funds are limited and there exists a wide variety of demands on them. The expenditure of school funds to purchase goods and services must therefore occur in a planned, controlled and transparent manner consistent with the expectations of School Council and a host of legal and departmental regulations.

Aims:

- To ensure that a transparent and effective method is used to purchase goods and services consistent with the wishes of School Council.

Implementation:

- Expenditure at our school is in accordance with pre-determined program budgets decided by School Council.
- Only the individuals who are recognised by the school principal and School Council can order goods or services, and in doing so, they can only order goods or services from the program budgets that they have been delegated the authority to do so.
- All staff will be provided with details about program budgets and the names of staff delegated the authority to manage them.
- All orders of goods and services from a program budget must be completed in triplicate on the official school order form, must be able to be wholly funded from within the program budget, and must be authorised (counter-signed) by the principal, the school council treasurer or another school council approved signatory.
- Official order forms must include the total cost of the purchase. This includes GST and any costs associated with postage, handling or travel etc. All costs associated with any purchase will be deducted from the corresponding program budget.
- The business manager will ensure that sufficient funds exist within a program budget to cover the total costs of any order before it is dispatched.
- Goods or services that potentially have an inherent health or safety risk (eg: chemicals, paints, machinery etc) must only be ordered consistent with our '*OHS – Purchasing*' policy.
- Purchased goods that arrive at school that do not correspond to a previously authorised official school order form will be returned to the supplier.
- It is the responsibility of the staff member responsible for the order to check the contents of orders against the original order form when the goods arrive, to pursue and discrepancies, the monitor goods that are on back order, to communicate with the supplier if goods are faulty, broken, not fit for purpose etc.
- Our school does not accept liability or responsibility for unsolicited goods on approval, which will be returned to the supplier at their expense.
- School Council will received monthly reports of expenditure and commitments against all program budget areas.
- Individual teachers responsible for administering budgets will receive monthly reports of the expenditure and commitments against their respective program budget areas only.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

February 2015

