

PURCHASING

POLICY

Rationale:

The devolution of responsibility for implementation of the approved school budget means that a wide variety of staff members have authority to purchase goods and services on behalf of the school. Such purchases need to be well monitored, need to comply with school expectations, and have to reflect the school's budgetary intentions.

Aims:

To provide an effective and efficient process for purchasing goods identified by school council.

Implementation:

- The school's limited funds are allocated each year by school council to various budgets for specific purposes.
- School council's budgeting decisions are made after the principal has sought input from staff.
- The school's priority programs attract high precedence when budgets are being decided.
- Whilst the principal always retains overall responsibility for the day-to-day financial management, the principal delegates individual staff members the responsibility of management of specific program budgets.
- Staff members responsible for expenditure of program budgets will be provided with professional development as required.
- All purchases from school funds must be made using an official school order form, and will conform with the required Departmental written and verbal quotes and tender thresholds.
- Whilst a number of staff members will complete official order forms, only staff members approved by school council will have the authority to sign and approve each order.
- Goods or services that are intended to be ordered that have an inherent health or safety risk may only be ordered consistent with our school's 'OHS- Purchasing' policy.
- School councils do not have the authority to borrow money so therefore are unable to enter into finance leases, however, an operating lease is similar to a rental agreement where the goods are eventually returned to the lessor, and so Council can enter into such agreements.
- Goods that arrive at school and have been ordered without an official order form, or ordered by staff who do not have budget authority will be returned to the vendor.
- Staff will be provided with regular financial reports indicating the expenditure history of their respective budgets and unspent balances.
- The school's business manager will monitor budgets, will ensure that expenditure does not exceed budget allocations, and will regularly advise the principal and school council of the status of all budgets.
- Staff members responsible for budgets will also be responsible for checking goods that arrive against orders, for chasing up discrepancies or back orders, and communicating the results with the business manager.
- Unspent budget funds will not be carried over to the following year.
- The expenditure of, and outcomes achieved by each budget will be monitored and reported in full to the school council.

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