

ORDERING AND PURCHASING POLICY

Rationale:

- The devolution of responsibility for implementation of the approved school budget means that various staff members have authority to purchase goods and services on behalf of the school. 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 whilst reflecting the school's budgetary intentions.

Aims:

- To ensure that a transparent, effective and efficient method is used to order and 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.
- 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.
- 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 the 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 and one of either school council president, a leading teacher or another school council member as approved by council.
- Official order forms must include the total cost of the purchase. This includes GST and any cost 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 with 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.
- 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 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.

- Our school does not accept liability or responsibility for unsolicited goods on approval, which will be returned to the supplier at their expense.
- 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 will be provided with regular financial reports indicating the expenditure history of their respective budgets and unspent balances.
- 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.
- Unspent budget funds will not be carried over to the following year.

Evaluation:

This policy will be reviewed annually.

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

June 2015