



# PURCHASING POLICY

## Basic Beliefs

Berwick Lodge Primary School Council has the authority to purchase or maintain the goods, equipment and materials necessary to carry out its functions.

## Goals

- To provide an effective and efficient process for acquiring goods and services identified by School Council for purchase.
- To comply with all DET Purchasing guidelines and audit requirements.

## Guidelines

- 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.
- 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 budgets.
- Staff members responsible for expenditure of program budgets will be provided with professional development as required.
- All purchases from school funds (including internet purchases) must be made using an official school order form from the eSchools Ordering System.
- A tax invoice must be obtained for all purchases (including internet purchases). The tax invoice should be matched with the relevant purchase order.
- The only staff members with authority to sign order forms will be the principal, the business manager and their delegates.

- Staff will be provided with regular financial reports indicating the expenditure history of their respective budgets and unspent balances.
- The School Council's Management Sub-Committee 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 and communicating the results with the business manager.
- Unspent budget funds will not be carried over to the following year, unless the funds are to be allocated for a specific purpose.
- The expenditure of, and outcomes achieved by each budget will be monitored and reported in full to the School Council.
- No officer or employee shall use a school purchase order to obtain goods and services for private use.
- The names of persons authorized to sign purchase orders should be recorded in the minutes of School Council.

### **Responsibility for Implementation**

In consultation with the Principal and Business Manager, the Management Sub-Committee will monitor and make recommendations.

### **Date Passed by School Council**

The Purchasing Policy was passed by School Council on 19<sup>th</sup> February 2018.

### **Review Period**

The Management Sub-Committee will be responsible for coordinating and planning the review of the Purchasing Policy, under the auspices of School Council. In line with Department of Education and Training requirements, the Purchasing Policy will be reviewed on an **annual** basis.