



School No: 2068 Established 1878

## 9.10 Purchasing



### Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

The service management seeks to implement measures which provide financial protection and minimize the risk of fraudulent, inappropriate or negligent financial practices. Such policy seeks to protect the financial reputation of the organization and its ongoing viability.

### Procedures

When purchasing is carried out within the service, the conduct of purchases will be in line with the following five principles:

- Open and effective communication
- Value for money
- Enhancing the capabilities of local business and industry
- Environmental protection
- Ethical behaviour and fair dealing.

The responsibility for ordering shall be with the service Co-ordinator or delegated by the service Co-ordinator.

Ordering and purchasing authority shall be with the coordinator. Such authority may be transferred should other employees be required to purchase of behalf of the coordinator but shall be limited to amounts of no greater than \$150. This may include purchasing through the appropriate use of service accounts (e.g. grocery account). Purchase limits extend to goods over \$500 for one single item and goods over and above 3-month budget forecast.

Exceptions may apply when a government grant (or other grant) requires that goods be purchased within a given timeframe and that this timeframe is earlier than an approved management meeting. Management does not condone 'order splitting' so that purchases above the maximum limit are able to be made. Where the total cost of the intended purchase exceeds \$500 for a single item or is over and above the budgeted expense for such items within a 3 month time frame, then further appropriate authority is to be obtained.

All purchases over \$1000 shall require two written quotes or research evidence and purchases over \$3000 shall require three written quotes or research evidence depending on the scope of purchase.

Management shall ensure that the purchasing policy does not negatively impact on the efficient operations of the service and that all purchase requests are followed up in a timely manner.

All purchases and payments shall be accompanied by a purchase requisition through the Sentral platform which shall include the following information:

- Date of purchase
- Supplier
- Persons requesting purchase
- Authorisation by two approved members of management
- Purchase total.

## Relevant Law and Regulations

National Regulations 168-172

Quality Area 2, Element 2.2.1

Quality Area 3, Element 3.1.1, 3.2.2

Quality Area 7, Element 7.1.1, 7.3.1, 7.3.2, 7.3.5

## Relevant Policies

Program Development and Conduct

Food and Nutrition

Space and Facilities Requirement

## Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025