



## PURCHASING POLICY

### **Rationale**

The devolution of responsibility for implementation of the approved school budget means that approved staff members have authority to purchase goods and services on behalf of the school. These 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 acquiring goods and services identified by school council for purchase made by school staff.

### **Implementation**

The school's limited funds are allocated each year by school council to various budgets for specific purposes.

- 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, these are known as budget managers.
- Staff members responsible for expenditure of program budgets will be provided with professional development as required.
- Two signatures from the list of approved signatories must be obtained before a purchase can be made.
- All purchases from school funds must be made using an official purchase order generated on Compass.
- The only staff members with authority to sign order forms will be a member of the Principal Class, Leadership and those members responsible for specific budgets.
- Goods that arrive at school and have been ordered without an official purchase order, or ordered by staff who do not have budget authority will be returned to the vendor, at the cost of the staff member.
- Staff will be provided with regular financial reports indicating the expenditure history of their respective budgets, commitments and unspent balances.
- Staff members responsible for budgets will also be responsible for checking goods that arrive against orders, and communicating the results with the business manager.
- The expenditure of, and outcomes achieved by each budget will be monitored and reported in full to the school council.
- When financially beneficial, Edgars Creek Secondary College will endeavour to bulk purchase goods and services.

### **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** \_\_\_\_\_