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 acquiring goods approved by School Council through our annual school program budget.

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 Strategic Plan 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 budgets.
- Staff members responsible for expenditure of program budgets will be provided with written guidelines and professional development as required.
- All purchases from school funds, including those completed on line, must be made using an official school order form.
- The only staff members with authority to sign order forms will be the principal and those members of staff or school council to whom this responsibility is delegated.
- 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 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 specific approval of the principal has been received.
- Decisions on the expenditure of school funds will take account of the quality of goods or services offered and, as appropriate, reflect fair competition principles.
- Expenditure of a major nature will be undertaken in line with required tendering processes to which government bodies are subject.
- 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.