



St. Gerard Majella School Purchasing Procedure Policy

PREAMBLE

This policy gives guidance in relation to significant purchases that have not been budgeted for as well as routine purchasing orders. As much as is possible, local businesses will be supported.

VALUES

Fairness, Respect, Integrity, Honesty

POLICY

Significant purchases must be discussed with school board and parish finance committee. Anything over \$30,000 goes to Diocese finance council for approval. Where possible, the school will obtain three quotes for any purchase over \$2,000.

PRINCIPLES

All purchases over \$500 must be approved by the Principal. Purchases over \$30,000 are to be approved by the School Board / Parish Priest/ CES and authorised by the Diocesan Finance Council.

PURCHASE ORDER

When a purchase order is raised it must clearly describe the product ordered, including where applicable;

- Type, style, class, grade, or other precise identification
- Quantity of goods ordered
- Price, ensuring GST inclusive / exclusive amounts are clearly indicated
- Any other data that ensures the correct product is ordered
- The person who is placing the purchase order must sign the form and ensure that the Principal signs the order. In the Principal's absence the order can be signed by the Assistant Principal. The purchase order number must be given when placing the order.

Purchase orders have 3 copies:-

1. **Original** – which is given to the accounts department and is attached to the invoice once the goods have been checked and confirmed by the person who placed the order.
2. **Duplicate** – which is held by the purchaser or left in the purchase order book.

3. **Triplicate** – Which remains in the purchase order book and is archived on completion of the book.

VERIFICATION OF PURCHASED PRODUCT

Upon receipt of the goods or services the person who ordered the goods at the School will verify that the purchased product or service meets the specified requirements including quantity and quality as specified on the purchase order. If correct the invoice is signed to indicate approval. All documentation is forwarded to accounts department, who then stamps and authorises invoice for payment and original invoice is given to the Administration Officer - Finance who is responsible for accounts.

AUTHORISATION OF PAYMENT

A payment voucher should be prepared by the finance officer responsible for accounts and should detail the date of payment, cheque number, supplier name, invoice number, amount (showing GST where applicable) and general ledger code to which the payment has been posted (if required). The majority of payments are made via EFT utilising the CES procedure.

QUOTES

Three quotes should also be obtained (where possible), for all individual items of expenditure above \$2,000. Quotes should be accepted on the basis of lowest price, best quality or a combination of the two criteria.

EVALUATION

This policy is to be reviewed as part of the School’s renewal cycle.

This policy was last ratified by School Board on 24 August 2016

Chair Signature.....