1. **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.

2. **Aims:**

- To ensure that materials purchased are required and that other appropriate materials or items do not already exist in the school.
- To make the task of purchasing as easy as possible.
- To ensure that purchasers and hence Lyndhurst Primary School gets value for money.
- To ensure that the Audit requirements of DEECD are met.

3. **Implementation:**

At all times, Internal Control procedures as stated in the Internal Controls booklet from the DEECD will determine the minimum standard for procedures.

**Quotations**

3.1 The table below provides a guide for obtaining quotes for supplies.

| Less than or equal to $2500 (GST inclusive) | A minimum of one quote (may be verbal or written) |
| Greater than $2500 and equal to $25000 (GST inclusive) | A minimum of one written quote |
| Greater than $25000 and equal to $150000 (GST inclusive) | A minimum of three written quotes to be sought |
| Greater than $150000 (GST inclusive) | Public tender process |

- The quotes, including a record of verbal quotes received, and tenders are to be attached and filed with the purchase documentation.
- In a situation of urgent need, especially in relation to urgent works, work may proceed without quotation, where a known and trusted supplier is available.

**Ordering**

All orders are to be made directly onto a Purchase Order in an Official Order Book, available from the office.

The following details must be entered:

- Supplier’s Name followed by Creditor Number, in brackets. A list of creditors and creditor numbers as allocated by the CASES system can be found in the Blue Folder in the office.
- Address
- Phone and Fax Numbers.
- Your name as the contact within the school under the heading For any enquiries on this order contact ..
- Charging Code(s) or budget name(s). This relates to the appropriate program budget. You should clearly enter the appropriate code or name in the boxes and the total to be charged against that budget.
- The list of Program Budgets and codes are available in the Programs Budgets Summary each year. If the order is to be charged against a number of program budgets, enter two or more rows and the amount to be charged to each of the program budgets.

  - The Purchase Order should be sent to the supplier after being signed by the Principal (or the Assistant Principal in the Principal’s absence). If orders are faxed, the original order form should be stamped faxed and returned to the order book.
  - Orders from a vendor display can only be made on an Official School Order Form. Any items ordered MUST have the approval of the appropriate Budget Coordinator.
  - Where a cheque is required to be sent with the order for goods or services the order form should be endorsed to that effect and the Business Manager informed. A fluoro post-it note attached will help alert the Business Manager and speed the process. The Supplier’s ABN MUST be available and the booking form MUST be endorsed as an official Tax Invoice. This procedure is not to be considered standard. Normally we (and DEECD) require credit to be extended by the supplier. Because of the lengthy procedure in drawing a cheque, at least three day’s notice is required.
  - Each bus booking requires an official purchase order. The amount quoted by the bus company should be entered and the order number should be supplied to the bus company. Where multiple bus trips are booked at once, eg. swimming, only one order form is required.

**GST**
The school must endeavour to operate ONLY with suppliers who have an ABN. Should you need to purchase from a supplier with no ABN, please speak to the Principal and/or Business Manager.

**Receipt of Goods**
- The office staff will carefully check the number of cartons, etc. against the Freight Docket prior to signing. Discrepancies will be noted and acted upon.

  - The responsible coordinator should carefully check the goods against the invoice. The invoice should be dated and signed and endorsed as “Received OK” or “Partially Received”. It is most helpful if Back Order items are highlighted, and a post it note inserted in the Order Book at the appropriate place. The Invoice should then be handed to the Business Manager. Discrepancies should be noted and acted upon immediately.

  - Books and equipment are to be processed in the library prior to use.

**Budget management**
- The Yellow copy of the Purchase Order should be kept by the anyone authorizing the order to assist in checking deliveries, quoted prices and maintaining a budget balance.

  - The Leadership Team will assign responsibilities for each program budget. It is the responsibility of the Leadership Team and the Curriculum Team to ensure that the budget expenditure stays within set limits and that items purchased correspond to the approved list or are within the purchasing guidelines for that budget.

  - Any major changes to the approved budget expenditure MUST be presented to the Finance Committee for approval.
4. **Evaluation:**

- This policy will be reviewed and minuted at School Council each year.
- Program budget expenditure is required to be formally minuted and reviewed by School Council regularly.

**References:**