



PURCHASING AND AUTHORITIES POLICY

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Authorised by: **Principal**

Approved by School Council:
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Rationale:

A School Council, under its constituting order, is empowered to purchase or maintain goods, equipment and materials for carrying out its function; subject to section 16 of the *Education and Training Reform Act 2006*.

The purchasing function must be strictly controlled and the authority to sign purchase orders confined to the principal or other designated officers.

All purchases must adhere to the standard government purchasing procedures and thresholds

Aims:

- To ensure the School Council's risk exposure is minimised, through a strong system of internal control and management;
- To ensure only appropriately authorised transactions are undertaken.
- To ensure spending is within approved budget limits, and/or in line with special funding guidelines.
- To ensure Department of Education & Training (DET) Value for Money principles are followed.

Implementation:

- An Official Purchase Order must be:
 - used for all purchases above the petty cash limit
 - completed with details of the goods or services, quantity, delivery dates, cost estimate etc.
 - authorised by an officer with delegated authority
 - provided to the supplier (white copy), filed with the tax invoice (yellow copy) and remain in book (pink copy)
- By signing a purchase order, the designated officer indicates that the purchase is being made:
 - with the approval of School Council
 - in accordance with the purchasing policies and instructions of DET
 - only for approved purposes, within budget/monetary limits and within any special guidelines/conditions
 - represents good value for money
 - is able to fulfil to the needs of the school
 - will comply with all relevant health and safety requirements
- At Horsham College designated officers and purchasing thresholds are as follows:
 - Principal Unlimited
 - Business Manager Unlimited (effective 1/1/15)

- Quotations must be obtained prior to official purchase order preparation as per the following thresholds as set by the DEECD guidelines:
 - Less than or equal to \$2,500 1 quote (written or verbal)
 - Between \$2,500 and \$25,000 1 written quote
 - Between \$25,000 and \$150,000 3 written quotes
 - Greater than \$150,000 Public tender process

- All designated officers have the right to request that quotations be sought in addition to these minimum thresholds.

- Items valued between \$25,000 and \$150,000 may, with the approval of School Council, be purchased without three (3) quotes where the item(s) is only obtainable from a limited number of suppliers and is deemed to represent good value for money.