



WARRAGUL NORTH PRIMARY SCHOOL

PURCHASING

POLICY

1.0 Rationale:

The devolution of responsibility for implementation of the approved school budget means that a wide variety of staff members have authority to order goods and services on behalf of the school. Such purchases need to be well monitored, need to comply with department regulations, and have to reflect the school's budgetary intentions.

2.0 Aims:

To provide an effective and efficient process for acquiring goods identified by school council for purchase.

3.0 Implementation:

- 3.1 WNPS funds are allocated each year by school council to various budgets for specific purposes.
- 3.2 School council's budgeting decisions are made after the principal has sought input from staff.
- 3.3 WNPS's Strategic Plan must attract high priority when budgets are being decided.
- 3.4 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 budget areas.
- 3.5 All purchases from WNPS funds must be made using an official WNPS order form. Official orders include orders from the official order books, located in the office or in the case of planned or urgent maintenance a maintenance order as per the Department of Education and Training's (DET) School Maintenance System.
- 3.6 The following purchasing thresholds are to be followed when making direct purchases from a private supplier.

Tender/Quotation Thresholds	
(Amounts are GST inclusive and prior to any adjustments/discounts)	
Less than or equal to \$2,500	A minimum of one quote (maybe verbal or written)
Greater than \$2,500 and equal to \$25,000	A minimum of one written quote
Greater than \$25,000 and equal to \$150,000	A minimum of three written quotes to be sought.
Greater than \$150,000	Public tender process.

- 3.7 The only staff members with authority to sign order forms will be the principal, assistant principal and business manager.
- 3.8 Staff members responsible for expenditure of specific budgets will be provided with regular financial reports indicating the expenditure history of their respective budgets and unspent balances.
- 3.9 The WNPS 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.
- 3.10 Staff members responsible for budgets will also be responsible for checking goods that arrive against orders, and communicating the results to the business manager.
- 3.11 Unspent budget funds will not be carried over to the following year.
- 3.12 The expenditure of, and outcomes achieved by each budget, will be monitored and reported in full to the school council.

4.0 Evaluation:

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This policy will be reviewed by School Council annually.

This policy was ratified by School Council on:	21st June, 2011
This policy was reviewed by School Council on:	20th June, 2012
This policy was reviewed by School Council on:	16th May, 2013
This policy was reviewed by School Council on:	17th June, 2014
This policy was amended by School Council on:	19th May, 2015
This policy was amended by School Council on:	17th May, 2016
This policy was amended by School Council on:	20th June, 2017
This policy was amended by School Council on:	15th May, 2018
This policy was amended by School Council on:	21st May, 2019
This policy was amended by School Council on:	19th May, 2020