

# LAKES ENTRANCE PRIMARY SCHOOL

## Purchasing Policy & Purchase Card Policy

### Rationale:

To ensure that schools follow government purchasing policies.

### Aims:

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

### Implementation:

A school council has authority to purchase or maintain the goods, equipment and material necessary to carry 't its functions and must ensure that the school complies with the Department's Finance Manual for Victorian Government Schools including:

- adhering to purchasing thresholds requirements
- obtaining best value for money
- an official school pre-numbered purchase order is used for all goods and services purchased. The order forms are kept in a secure location and recorded in the school 's Accountable Document Register.
- not allowing use of a school purchase order to buy items for personal use
- all orders are approved and signed by the Principal or authorised nominee. The persons authorised to sign purchase orders are recorded in the school council minutes. Duplicate copies of the orders are retained by the school.
- The person receiving the goods and services is different to the person authorising the order
- leasing equipment under an operating lease where, at the end of the lease the equipment is returned to the supplier at no further cost to the school ie. not leasing equipment under a finance lease where, at the end of the lease ownership of the equipment would pass to the school on payment of a residual value.
- adhering to the School Council confirmed Cash Budget.
- 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 and ensure that expenditure does not to exceed budget allocations.
- all goods will be checked against delivery documents. Delivery documents checked against supplier's invoice and purchase order. Duplicate copy of the purchase order and the original invoice is endorsed with "goods received" and forwarded to the Business Manager. The person checking invoices for correctness signs the invoice to accept responsibility. The Business Manager endorse invoices with "paid" on payment.
- unspent budget funds may be carried over to the following year.

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- the expenditure of, and outcomes achieved by each budget will be monitored and reported to the school council.

**Additional controls for School Purchasing Card**

The School Council is responsible for the financial management of the school. School Council ultimately confirms and acknowledges transaction revenue and expenditure by prior approval or ratification. The introduction of a School Purchasing Card impacts on the School Council, as it represents another means of acquiring goods and services for the school.

- School Council and Principal determine which personnel and activities will be eligible to use the purchasing card.
- The School Council and Principal determine the expenditure limit for each cardholder and provide financial delegation to this upper limit.
- School Council, after advice from the Principal, appoint an "Authorisation Officer"
- An "Undertaking by the Card holder" is completed by each user after modifications by the Principal.
- Determine and document arrangements for safe and secure custody of the purchasing card. • Arrange for the monthly purchasing card statement/s to be attached to the relevant reports (CASES2 IF) and tabled at School Council meetings.
- Ensure that all Westpac Visa Card purchasing card procedures and controls are met. • Principal insures that:
  1. All approved purchasing card holders receive a briefing on the use under specific guidelines
  2. The cardholders' names, card details, and other information are minuted at School Council, and any subsequent changes.
  3. Reporting requirements will enable the Principal, as authorisation officer, to oversee all cardholder spending. Where the Principal is the cardholder, the School Council President must be the authorisation officer for that card.
  4. Financial accountability and responsibility for school transactions remain with the Principal.

An Annual Letter of Assurance regarding appropriate usage of the school purchasing card will be required under provisions of a "Finance Code of Practice" (Standing Directions of the Minister for Finance under the Financial Management Act 1994)

**Evaluation:**


This policy was reviewed on 28<sup>th</sup> March 2023 and is due for to be reviewed in March 2024.

**Signed:**



**Principal**

**School Council President**

Ratified by School Council	Date: 28 <sup>th</sup> March 2023	Signed: 
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