

PURCHASING PROCEDURES ST MARY'S PRIMARY SCHOOL

1. The Finance Officer is authorised to ensure that the system for acquiring goods and services within the school is maintained and adhered to.
2. A staff member wishing to acquire goods or services must complete a Requisition Form in full using biro (- no pencil).
3. The supplier's name, description and quantity of the goods or services, accurate prices (including any discounts, GST and postage/freight), and clear delivery instructions, including delivery date, must be declared on the form.
4. The staff member presents the authorised Requisition Form to the Finance Officer who checks:
 - that all details required have been declared;
 - that appropriate general ledger code is applied; and
 - that sufficient funds are available within that ledger code allocation
5. In the event that a transaction is for an amount of \$1,000 or greater, it is recommended that at least two quotes are attached to the relevant Requisition Form. The principal has the authority to waive the need for multiple quotes.
6. For transactions greater than \$500 but less than \$1000 the Finance Officer must confirm the price with the supplier.
7. (a) For amounts greater than \$100 an order form must be also signed by a member of the Admin Team who may request that quotes be obtained. The Financial Officer must provide the Admin Team with all relevant documentation, including but not limited to, Requisition Form, Order Form and Budget code.

(b) Administration Team will consider:
 - School goals / school priorities
 - Teacher Professional goals
 - Continuous classroom best practicewhen deciding on approval.
8. The Requisition Form is then filed in numerical order of the cheque numbers with a copy of the order form.
9. The preferred process from this point is that the Finance Officer places the order for the goods or services with the supplier by telephone or facsimile, giving clear instructions regarding delivery.
10. On occasions when a staff member is to physically collect the goods, the Requisition Form should be clearly marked "For Staff to Collect".
11. In most cases goods will be delivered to the Finance Officer by the Supplier's carrier. The Finance Officer will check the delivery docket to ensure the docket's details match the goods delivered and that the goods are in an acceptable condition (not damaged).

12. The delivery dockets and/or invoices must be stapled to the relevant Requisition Form and processed.
13. The Finance Officer will notify the relevant staff member of the arrival of the goods and arrange for their collection.
14. In the case of goods collected directly by staff e.g. a new mower acquired by the groundsman; the staff member will be held responsible for ensuring that the goods collected are in perfect condition and the invoice is accurate.
15. Upon returning to the school this staff member must promptly present the invoice for the transaction to the Finance Officer.
16. The Finance Officer must compare the invoice details to the relevant Requisition Form:
 - note the reason for any material inconsistency
 - staple the invoice to the Requisition Form
 - process these documents; and
 - update Assets Register appropriately
17. Instances may occasionally arise when staff members acquire goods during vacation periods and/or at geographically distant locations or for some other reason. While staff should be encouraged to keep such incidents to a minimum, they can be reimbursed as follows:
 - the staff member must produce a Tax Invoice and /or a Tax Receipt;
 - the staff member will arrange for the Finance Officer to inspect the goods to verify their existence.
 - the Staff Member will complete a Requisition Form and seek appropriate authorisation;
 - if authorisation is refused then the staff member will not be reimbursed;
 - if authorisation is obtained staple the supplier's invoice or receipt to the Requisition Form;
 - Process the documents.
18. Under no circumstances will any member of staff be reimbursed for items costing \$20 or more without the approval of the principal or his delegate prior to the purchase.