PURCHASING POLICY

**Purpose:**
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.

**Broad Guidelines:**
To provide and effective and efficient process for purchasing goods identified by School Council.

**Implementation:**
A school council has authority to purchase or maintain the goods, equipment and material necessary to carry out 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
  - issuing purchase orders for all goods and services purchased
  - not allowing use of a school purchase order to buy items for personal use
  - confining the authority to sign purchase orders to the principal or a designated officer
  - recording the persons authorised to sign purchase orders in the school council minutes
  - ensuring unauthorised staff are NOT able to use / access a card. online purchases can ONLY be made by the card holders
  - 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
  - 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

**Department Resources**
- For purchasing of goods and services templates, see: School Council - Purchasing Goods or Services

**Evaluation:**
This policy will be reviewed by School Council annually.