



PURCHASING POLICY

Rationale:

School council has the authority to purchase or maintain the goods, equipment and material necessary to carry out its functions. All purchasing can be made directly from any source of supply when it is to the best advantage of the school.

The exception is where mandated by Whole of Government Contracts.

The Purchasing Procedures form part of this Policy.

Aims:

- 1) To ensure that the School complies with the Department's Finance Manual for Victorian Government Schools.
- 2) To ensure all purchases represent good value for money in an overall sense, e.g. taking into account equipment compatibility, availability of materials and servicing arrangements where applicable.

Implementation:

Internet Purchases

Where it is a requirement to hold an account, such as ebay, the account must be held in the name of the school and not an individual.

Purchasing Thresholds

The following purchasing thresholds are to be followed when making direct purchases from a private supplier:

Less than or equal to \$2,500 (GST Inclusive) a minimum of 1 quote written or verbal.

Greater than \$2,500 and equal to \$25,000 (GST Inclusive) a minimum of one written quote.

Greater than \$25,000 and equal to \$150,000 (GST Inclusive) a minimum of three written quotes.

Greater than \$150,000 (GST Inclusive) initiate a Public Tender Process.

Further information is set out in the purchasing procedure section 1.

Purchase Orders

Should only be used for purchases that are to be made from school funds.

Purchases are not to be made without an official order form except for petty cash items approved by the principal or delegated officer, certain canteen supplies and utilities.

Purchase orders should contain a minimum amount of information as set out in the purchasing procedures 2.1.

Goods and Services Tax

Purchases should only be made from suppliers who are able to quote a valid Australian Business Number.

The School must hold a valid Tax Invoice in order to enter the details into CASES 21 and ensure input tax credits are correctly accounted for.

Further Details can be found in the purchasing procedures 3.1.