

**Rationale:**

School council has the authority to purchase or maintain the goods, equipment and material necessary to carry out its functions. The exception is where mandated by Whole of Government Contracts.

This policy is to be used in conjunction with Department of Education Procurement Policy and procedures.

**Aims:**

1. To ensure that Stratford Primary School complies with the regulations as outlined in the Department’s Finance Manual for Victorian Government Schools.
2. To ensure all purchases represent good value for money.

**Implementation:**

1. All purchases require a purchase order form, which is to be signed by the Principal or designated officer. The designated officer must be approved by and recorded in School Council minutes.
2. Purchase orders must not be used to purchase items for private use.
3. Goods and services providers must hold an ABN.
4. Local companies/services will be given an opportunity to provide a quote on any goods or services required by the school.
5. Purchases should be made from the company or individual which offers the best quality for the best price, however School Council will consider purchasing locally if the local quote is within range of the best quote and the goods /services are on a par.
6. Purchases from private suppliers may take place via the internet. Where it is a requirement to have an account, such as for purchasing via eBay, it must be held in the name of the school and not an individual.
7. Prior to inviting tenders, specifications must be prepared in sufficient detail and in such a way as to make clear what is required, to enable a fair comparison. The same details must be supplied to all wishing to provide a quote.
8. The following purchasing thresholds apply:

Procurement Thresholds	Minimum Market Approach	Minimum Sourcing Documentation Requirements
≤ \$2,500	One quote (either verbal or written)	As per Purchasing processes in the Finance Manual for Victorian Government Schools
> \$2,500 and ≤ \$25,000	One written quote	R1a Short Form Sourcing template Abridged*
> \$25,000 and ≤ \$150,000	Three written quotes to be sought	R1b Short Form Sourcing template
> \$150,000	Tender process	R2 Sourcing Planning Document R3 Tender or Quote Template R4 Submissions record form R5 Evaluation Plan R6 Procurement Evaluation Report

9. Items purchased by individuals for school use must be part of an approved program budget. Receipts must be presented for reimbursement. Items under \$50 will be reimbursed via petty cash. Other amounts will be reimbursed by direct deposit.
10. Payment on invoice for goods and services will be made in line with the procedures outlined in *Finance Manual for Victorian Government Schools*.

11. All other aspects of financial management will adhere to the procedures outlined in the *Finance Manual for Victorian Government Schools and DET Procurement Procedures*.

### **Resources**

1. Department of Education Finance Manual  
<https://www2.education.vic.gov.au/pal/finance-manual/policy>
2. DET Procurement Procedures  
<https://edugate.eduweb.vic.gov.au/edrms/PD/SPP/Schools%20Procurement%20Procedure%20Document.pdf>
3. DET Tools & Templates for School Procurement  
[https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2987/support\\_and\\_service\\_\(schools\)%252Fprocurement,\\_funding\\_and\\_travel%252Fprocurement%252Fschools\\_procurement\\_tools\\_and\\_templates](https://edugate.eduweb.vic.gov.au/sites/i/pages/production.aspx#/app/content/2987/support_and_service_(schools)%252Fprocurement,_funding_and_travel%252Fprocurement%252Fschools_procurement_tools_and_templates)
4. Stratford Primary School's Green Purchasing Policy.

### **Evaluation**

This policy will be reviewed in light of any changes to the Department of Education Finance procedures and audit requirements. School Council will review annually.