



S^tPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 2.6

Purchasing

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POLICY

Other than the payment for goods and services under existing contracts, there are a large number of purchases made by teaching and operations staff which must be monitored and controlled.

All such purchases must be conducted in a transparent and efficient manner in accordance with the guidelines set out in this policy.

GUIDELINES

Principles

Principles for the purchase of goods and services are designed to ensure that only those purchases supported by an approved and authorised purchase order are paid.

Purchase orders are designed to ensure that there are no unauthorised purchases processed and paid for by the College.

The sequence and timing of the required steps in the purchasing process are critical. All approved and authorised requisitions and purchase orders must be completed before any orders are placed.

Without the correct sequence of approval and authorisation, no payments will be made by the College.

Requisitions

All acquisitions must be originated by completing a requisition form.

All staff requisitions must include a comprehensive description of the goods being ordered and their cost. The requisition must be checked and approved by the relevant line manager.

Once approved the requisition is to be forwarded to the Business Manager for final checking and authorisation prior to the preparation of a purchase order.

Purchase Orders

Purchase orders are generated by administration staff for the purchase of all goods and services based on approved requisitions. Purchase orders must include the following information:

- Suppliers name
- Date
- Details of goods or services ordered
- Cost

All purchase orders must be approved by the Business Manager before issue.



Under no circumstances are any goods or services to be ordered or purchased without a purchase order approved by the Business Manager

It is not appropriate in any circumstances for staff to take delivery of any goods or services without the completion and processing of this fundamental control document.

Administration staff will forward all purchase orders direct to the nominated suppliers.

It is the staff member's responsibility to check all goods as they are delivered and advise administration of any shortages or back orders. This must be done as soon as possible after delivery to prevent overpayments.

Rapid or small value purchases

There may be circumstance where small value purchases (under \$150) are required urgently (e.g. consumable stocks need replenishing or emergency repairs are required) . In these circumstances it may be appropriate to allow staff to source the goods directly and claim reimbursement from the College.

These purchases will only be accommodated in exceptional circumstances and must be supported by an approved requisition. The requisition must be provided to the Business Manager before any purchase is made.

Reimbursement will not be available where a requisition was not completed and provided to the Business Manager prior to purchase. Such purchases are unauthorised.

Emergency purchases under \$50 can be completed using petty cash. Again an approved requisition must be provided to the Business Manager prior to any reimbursement from petty cash

Purchase Approval

The Principal and Business Manager (or delegates) are the only officers delegated to authorise any and all College expenditures.

The purchase of goods and services exceeding \$10,000 that are not included in St Patrick's Technical College's budgets must be approved by the Board of Directors.

The purchase of goods and services between \$10,001 and \$50,000 requires a minimum of 2 written quotes.

The purchase of goods and services between \$50,001 and \$100,000 requires a minimum of 3 written quotes.

The purchase of goods and services greater than \$100,000 must go to tender. The tendering process to be applied is determined by the Board of Directors.



CONTRACTS

There are many large value payments required under fixed price contracts or approved service arrangements. Examples include payments to contractors (cleaning, IT, etc.) utilities, lessors, Telstra, CEO levies, ATO etc.

These payments may involve a direct deduction from the College's bank account or a payment under normal payment procedures.

All payments will be authorised by the Business Manager on the basis of a defined payment schedule contained in a contract or a tax invoice from the supplier.

ELECTRICAL ITEMS

All electrical items purchased by the College are to be tested and tagged by a licensed Electrical Tester and Tagger prior to use. Refer to *Catholic Safety Health and Welfare (CSH&W)*, *Catholic Church Safety Manual (Education)*, Policy Number 9, Electrical.

RELATED POLICIES

- *2.1 – Financial Management*
- *2.5 - Procurement*