

## 10.13 Purchasing Policy

The service management seeks to implement measures which provide financial protection and minimise the risk of fraudulent, inappropriate or negligent financial practices. Such policy seeks to protect the financial reputation of the organisation and its ongoing viability.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Accounting Manual for Parents & Citizens' Associations (P&C managed services only)*
- *Support guide for P&C's (P&C managed services only)*
- *P&C Expenses Debit Card Policy*
- *National Quality Standard, Quality Area 7 – Governance and leadership*
- *Policies: 6.2 – Provision of Resources and Equipment, 10.3 – Budgeting and Planning, 10.9 – Risk Management and Compliance, 10.15 – Asset Management.*



### Procedures

When purchasing is carried out within the service, the conduct of purchases will be in line with the following five principles:

- Open and effective communication;
- Value for money;
- Enhancing the capabilities of local business and industry;
- Environmental protection; and
- Ethical behaviour and fair dealing.

All requests for purchases outside of the ratified budget must be in writing to the Approved Provider of the service. The responsibility for ordering shall be with the service Nominated Supervisor/Coordinator or management representative.

While ordering and purchasing authority is restricted to the Nominated Supervisor/Coordinator, such authority may be transferred should other appropriate employees be required to act up in this position. This may include purchasing through petty cash, credit card or the appropriate use of service accounts e.g. -office works account

Exceptions may apply when a government grant (or other grant) requires that goods be purchased within a given timeframe and that this timeframe is earlier than an approved management meeting.

Management does not condone 'order splitting' so that purchases above the maximum limit are able to be made. Where the total cost of the intended purchase exceeds \$750 for a single item or is over and above the budgeted expense for such item, then further appropriate authority is to be obtained.

All purchases over \$1000 shall require two written quotes or research evidence, and purchases over \$3000 shall require three written quotes or research evidence depending on the scope of purchase.

Management shall ensure that the purchasing policy does not negatively impact on the efficient operations of the service and that all purchase requests are followed up in a timely manner.

Authorisation for purchases outside of the ratified budget may be approved in events of emergency where two approved members of management have been contacted and agreed to the expense. Documentation of such discussion shall be made and presented at the next Approved Provider meeting.

All purchases and payments shall be accompanied by an expense form which shall include the following information:

- Date of purchase;
- Supplier;
- Persons requesting purchase;
- Authorisation by two approved members of management if outside the ratified budget; and
- Purchase total.

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	24 August 2018	10 August 2021	October 2021
		October 2024	November 2024