

WARRAGUL REGIONAL COLLEGE

PURCHASING POLICY (FINANCE)

JUNE 2012

PURPOSE

To ensure that all College purchase decisions are made after due consideration of price, quality, function and safety and that they reflect Government policies and procedures.

GENERAL

- Ensure that the processes used for the procurement of goods and services makes the best use of the resources available to the College.
- The cost considered will be the total cost of the product or service during its useful life.
- The College aims to develop a close, long-term working relationship with suppliers and sub-contractors to ensure mutual quality improvements and lower total costs.
- The College will develop a list of suppliers (DEECD Preferred Supplier List) and sub-contractors and monitor these over time.
- Before goods or services are purchased, an assessment will be completed taking into consideration DEECD 'OHS Purchasing Guidelines', 'OHS Purchasing Procedure' and 'OHS Pre-Purchase Checklist'.

GUIDELINES

- Purchase decisions will be made by program leaders taking into consideration points 1 to 5 above. (Purchase Orders for one-off/new purchases from companies not on the preferred supplier list must be countersigned by the Principal/Business Manager.)
- Before purchasing, quotes are required for items under \$5,000 (1 verbal or written quote), between \$5,000 and \$15,000 (1 written quote) between \$15,000 and \$100,000 (3 written quotes where practical) and above \$100,000 public tenders must be sought.
- Once purchase decisions are made, a Purchase Order will be completed by the program leader and countersigned by the Principal or Business Manager.
- When goods and services are delivered, they are checked for identification, quantity, quality and price.
- Any new items will be verified with a pilot test prior to release for general use.
- Invoices are to be verified by the Business Manager/Admin Finance Officer and authorized for payment.
- Payment vouchers are to be signed by the Principal, cheque signatory and the Business Manager.
- All cheques are to be signed by the Principal and the College Council designated cheque signatory.
- The prior month's account payments will be presented to the College Council for ratification.

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IMPLEMENTATION

The College Principal and Business Manager are responsible for the implementation of this policy.

EVALUATION

The College Council will regularly review the College's budget and accounts.

The Principal and Business Manager will monitor College Councillor's and staff understanding of this policy.

REFERENCES & RELATED DOCUMENTS

DEECD documents available at www.education.vic.gov.au/hr/ohs/purchasing

'OHS Purchase Guidance'

'OHS Purchasing Procedure'

'OHS Pre-Purchase Checklist'

Proforma 'Preferred Supplier List'

School developed 'Purchasing Checklist' which simplifies and reflects the above documents