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# PURCHASING POLICY

## PURPOSE

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

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

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;
* Ethical behaviour and fair dealing.

The responsibility for ordering shall be with the service Co‐ordinator or delegated by the service Co-ordinator.

Ordering and purchasing authority shall be with the Coordinator. Such authority may be transferred should other employees be required to purchase of behalf of the Co-ordinator, but shall be limited to amounts of no greater than $150. This may include purchasing through petty cash or the appropriate use of service accounts e.g. grocery account. Purchase limits extend to goods over $500 for one single item and goods over and above 3 month budget forecast.

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 $500 for a single item or is over and above the budgeted expense for such items within a 3 month time frame, 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.

All purchases and payments shall be accompanied by a purchase requisition which shall include the following information:

* Date of purchase;
* Supplier;
* Persons requesting purchase;
* Authorisation by two approved members of management;
* Purchase total.

## FURTHER INFORMATION AND RESOURCES

* National Regulations 168-172
* Quality Area 2, Element 2.2.1
* Quality Area 3, Element 3.1.1, 3.2.2
* Quality Area 7, Element 7.1.1, 7.3.1, 7.3.2, 7.3.5

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.