

# School Purchasing and Reimbursement Policy



<b>Responsibility</b>	Principal and Business Manager
<b>Endorsed by Council</b>	September 2022
<b>Due for Review</b>	September 2025

<b>Purpose:</b>	The purpose of this policy is to set out how our school will manage expenditure in relation to the supply of goods, services, facilities, materials, and equipment in accordance with applicable Department of Education and Training policy and law. This will involve procuring, ordering, taking delivery, being invoiced and making payment.
<b>Scope:</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>All staff and responsible persons involved in procuring goods and services that assist learning outcomes and educational opportunities</li> <li>All staff and responsible persons involved in procuring goods and services for the operational needs of the school.</li> </ul>
<b>Policy:</b>	<p>Berwick Fields Primary School has developed this policy in line with Section 11 Expenditure Management of the Finance Manual for Victorian Government schools and aims to ensure a value for money approach to all purchase related activities.</p> <p>Value for money is defined as “the making of purchase related decisions based on a range of financial and non-financial factors to ensure that the goods and / or services procured, achieve the optimal outcomes by balancing cost, quality and the ability to meet the required specification/s.” Value for money must be a demonstrable consideration in all purchasing activities.</p> <p>School Council authorise the names of people delegated to approve purchases and school expenditure.</p> <p>Prior approval must be obtained for all school purchases.</p>
<b>Implementation:</b>	<p><b>Purchasing of Goods:</b></p> <ul style="list-style-type: none"> <li>All purchases for goods and services where payment is required by the school, should be made where possible and practical through registered companies and businesses where the school maintains an account or can be invoiced.</li> <li>A purchase order must be raised on Compass and approved by an authorised officer (as approved by school council) prior to purchases being made.</li> <li>Purchase orders that nominate the staff member as the creditor will be kept to a minimum. Staff must not expend their own monies unless the related purchase order has been approved.</li> <li>All purchases must be supported by a valid TAX invoice. A TAX invoice must include the Company name, ABN and GST requirements. Staff members are expected to check that the supplier can provide a valid TAX invoice with any purchase.</li> </ul> <p><b>Receiving Goods</b></p>

	<p>Prior to invoices being paid the purchaser must:</p> <ul style="list-style-type: none"> <li>• check that the goods ordered have been delivered and / or the service has been supplied as ordered and has been invoiced correctly.</li> <li>• endorse the invoice by Receipt Stamping the Invoice as described in the Finance Process for Receipting Goods and Services.</li> </ul> <p><b>Staff Reimbursements</b></p> <p>A Staff Reimbursement Request form must be completed by the staff member where reimbursement is sought for approved purchases:</p> <ul style="list-style-type: none"> <li>• within 10 days from the date of purchase. Except for end of term where requests must be submitted on the Friday of the week prior to end of term.</li> <li>• must be supported by a valid TAX invoice. A TAX invoice must include the Company name, ABN and GST requirements.</li> <li>• must have a corresponding approved Purchase Order.</li> </ul> <p>Approved reimbursements will be paid by direct deposit within 10 business days of submission.</p>
<b>Quotes:</b>	<ul style="list-style-type: none"> <li>• In keeping with DET's Procurement Guidelines, there may be instances where one or more quotes for purchases and services must be obtained prior to approval.</li> <li>• All Quotes relating to a purchase must be attached to the relevant Purchase Order prior to submitting for approval.</li> </ul>
<b>Further Information and Resources:</b>	<ul style="list-style-type: none"> <li>• Finance Manual for Victorian Government Schools</li> <li>• Education and Training Reform Regulations 2017 (VIC)</li> <li>• DET School Operations Procurement Policy</li> </ul>

Endorsed by School Council:

**Aasha Savage**  
School Council President

**Cate McKenzie**  
Principal