

Rowville Primary School

Delegation to Approve

Purchase Orders Policy



DET International CRICOS Code - 00861K



Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955.

PURPOSE

A school council, under its constituting order, is empowered to purchase or maintain goods, equipment and materials for carrying out its functions, subject to section 5.2.6 of the Education and Training Reform Act 2006.

The aim is to ensure that internal controls are established, understood and maintained in an effort to ensure that there is no mismanagement or fraudulent use of school funds.

IMPLEMENTATION

No officer or employee shall use a school purchase order to obtain goods and services for private use. Orders will be placed on Compass prior to purchase and approved by an authorised officer.

The purchasing function is strictly controlled and the authority to approve purchase orders will be confined to the principal class or other designated officers. The names of persons authorised to sign purchase orders should be recorded in the school council's minutes at the beginning of the school year.

The designated officer examines the purchase order documents and, by approving the purchase order, indicates that the purchase is being made:

- with the approval of the school council
- in accordance with the purchasing policies and instructions of the Department of Education and Training
- for the approved purposes and within the monetary limits of any government grant to which the payment is to be charged
- within any conditions attaching to donated or locally raised funds against which the payment is to be charged subject to funds being available to meet the payment.

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Approved by	Rowville Primary School Council
Next scheduled review date	February 2027