

## **ROWVILLE PRIMARY SCHOOL**

### **DELEGATION FOR SIGNING PURCHASE ORDERS POLICY**

#### **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.

The purchasing function is strictly controlled and the authority to sign 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 signing 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.