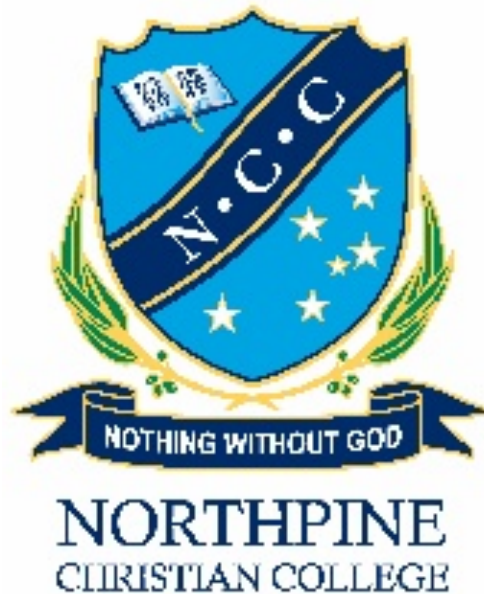




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Northpine Christian College Purchasing Policy





Objective

- To provide clear procedures for buying goods and services with Northpine Christian College, P & F, Seventh-day Adventist Schools (South Queensland) Company and Conference funds
- All expenditure must be for Northpine Christian College business purposes
- Authorised persons purchasing goods or services on behalf of the College do so in a professional manner, which obtains value for money through fair, competitive and non-discriminatory practices
- Promoting the use of resources in an efficient, effective and ethical manner
- Making financial decisions with probity, accountability and transparency
- Evaluating purchases contribution to the College's long term plan and strategic direction
- Appropriately managing risk and ensuring compliance with all relevant legislation

Scope

This policy applies to all staff, students and other persons involved in the conduct of College business, including the Childcare and Early Learning Centre, Outside Schools Hours Care and P & F.

Ethical standards

All Northpine Christian College staff and authorised persons should observe the following ethical standards:

- All business should be conducted in the best interest of the College – avoiding any situation which may impinge on impartiality
- College funds will be spent efficiently and effectively and in accordance with policies and procedures
- All purchases and transactions will be enacted without favour or prejudice and maximise value
- Confidentiality will be maintained in all dealings
- Staff must decline gifts, gratuities or any other benefits which may influence equity or impartiality

Responsibilities

All staff involved in purchasing are responsible for ensuring they adhere to the policy and guidelines regarding purchasing.

Heads of Departments or Centres are responsible for monitoring purchasing within their Departments or Centres.



Purchase Orders

A purchase order is required for all purchases over \$300 and for all capital items. The Accounts Officer, Business Manager or Deputy must approve and authorise the purchase order prior to ordering or purchasing any goods/services.

All purchase orders must be forwarded to the Accounts Officer for processing.

If the P & F is purchasing equipment, materials and large value items for Northpine all purchases are to be processed by the College finance staff on the P & Fs behalf. The P & F Treasurer should forward the invoice and a copy of the minutes authorising the purchase to the Accounts Officer or Business Manager for processing.

WPH&S Guidelines

A pre-purchase risk assessment checklist must be completed and accompany all purchase orders.

Quotations

Purchase value (GST exclusive)	Minimum quotes required
\$0 - \$5,000	One (1) written quote
\$5,001 - \$20,000	Two (2) or more written quotes
\$20,001+	Three (3) or more written quotes

Preferred Method of Purchase

By invoice, on account or with a work business credit card. Staff are to seek prior approval before using their own credit cards or funds to purchase College resources or services.

Invoices and Receipts

Must include an ABN and be for business purchases only (IE no personal items to be included on any receipts/invoices).

Business Credit Card Usage

Business credit cards must only be used for College business and in the best interests of the college. Cardholders are responsible for all transactions made using their card, for appropriate storage of the card and for disposal of the card when it is cancelled.

Processing Payments

All payments for goods and services purchased on behalf of the College must be made by Northpine finance staff.