POLICY: PURCHASING

1. STATEMENT OF BELIEF:
   1.1 To set down purchasing guidelines to ensure that all purchases are within budget, assets are recorded at the time of purchase and outstanding orders are fully accounted for.
   1.2 To comply with all DET purchasing guidelines and audit requirements.
   1.3 To maintain stringent internal controls over Purchasing.

2. IMPLEMENTATION:
   2.1 All purchases of goods and services require a Purchase Order.
   2.2 All goods orders must comply with OHS standards. Any Chemicals purchased must have a MSDS - Material Safety Data Sheet - completed prior to ordering.
   2.3 Preferred and local suppliers should be used wherever possible.
   2.4 All assets over $5000 and attractable electrical goods that will be placed on the Asset register should be first discussed with the Asset Manager prior to ordering.
   2.5 Budget holders will ensure there are adequate funds prior to ordering.
   2.6 The College will follow all tender/quotation documentation thresholds for the purchase of goods and services under the Financial Management Act 1994.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Minimum Quotation Requirements</th>
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<tbody>
<tr>
<td>Less than or equal to $2,500</td>
<td>A minimum of 1 quote (may be verbal or written)</td>
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<tr>
<td>Greater than $2,500 and equal to $25,000</td>
<td>A minimum of 1 written quote</td>
</tr>
<tr>
<td>Greater than $25,000 and equal to $150,000</td>
<td>A minimum of 3 written quotes to be sought</td>
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<tr>
<td>Greater than $150,000</td>
<td>Public tender process</td>
</tr>
</tbody>
</table>

2.7 All orders must be approved by the budget holder and signed off on prior to being ordered.
2.8 The Business Manager will be granted authority to approve orders under $5000.
2.9 Orders in excess of $5000 will require Principal authorisation.
2.10 Orders in excess of $25,000 will require Finance Committee authorisation.

3. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle.