

Purchasing

To ensure that orders and payments are correctly authorised; that goods and services are bought for the benefit of the school; and that value for money is achieved to secure the best possible outcome for pupils in the most efficient and effective way at a reasonable cost.

(1) Placing an Order

All orders should be related to the Department/Subject plan and agreed budget. To ensure value for money, it is good practice to obtain 3 quotes for expenditure over £1,000. Three written quotations must be sought for expenditure over £10,000.

A completed school requisition form should be signed by the Budget Holder and presented to the Finance Officer for commitment to the system. The official school order is then authorised by either the Headteacher or School Business or Finance Manager before being sent to the supplier.

(2) Receipt of Goods

When goods are received by the Department they should be checked immediately. The delivery note should be signed to confirm the correct quality and quantity has been received. The signed delivery note should be forwarded to the Finance Officer so it can be matched to the supplier's invoice. If there is a problem with the goods, the Finance Officer should be notified so that discrepancies may be investigated with the supplier.

(3) Payment of Goods & Services

Invoices are only paid upon authorisation of the Headteacher or School Business or Finance Manager. Upon receipt, the invoice is matched to the original order and signed delivery note(s). If the Finance Officer does not have a signed delivery note, a copy of the invoice is forwarded to the Budget Holder for confirmation that the goods or services have been received and there are no outstanding discrepancies with the order.

Please note that most suppliers expect payment to be made to them within 30 days of the date of their invoice. Delays in returning paperwork to the Finance Office cause additional and unnecessary work for you and your colleagues.

(4) Petty Cash

Our Finance Policy dictates that petty cash transactions are kept to a minimum and the maximum value for any one transaction is set at £25. Staff must obtain a VAT receipt for purchases and pass it on to the Finance Office. If a one-off larger amount is required this must be backed-up with appropriate evidence and adequate notice provided. We do ensure there is a quick turnaround for reimbursing staff by cheque of any costs incurred thus keeping the need for petty cash to a minimum.

Your cooperation in ensuring these procedures are maintained is greatly appreciated.