1. All purchases (goods and services) are to be placed using an official school order, either through the online “SOS” ordering system (www.eSchools.com.au) or the carbon-copied order books that reside in (and are not to be removed from) the main office. Staff should use online “SOS” wherever possible.

2. Requests for teacher reference and/or library books must be made through the Librarian who will place an order on your behalf.

3. Orders must have the signed approval of the Program Leader/Department Head and the Business Manager (in the case of SOS orders) or the Principal (in the case of the order books). Orders should be complete with the supplier’s name and address, their ABN, fax number, date, price, quantity, delivery terms and costs. No order should be delivered to the supplier without the approval signature(s).

4. No delivery will be accepted into the College, or account paid, without an order number quoted.

5. Official Purchase Orders are to be used only for goods for the school's use, which are paid out of school funds and remain the property of the College.

6. Items included in the current Program Budget may be purchased as required throughout the year. For items not included and ALL ASSET ITEMS OVER THE VALUE OF $500, a submission must be lodged via the Business Manager to the Finance Committee of School Council at least seven days prior to its next meeting (the Finance meeting is held on the first Wednesday of each month and the School Council meeting on the second Thursday of each month).

7. Regular financial reports are provided to Program Leaders to enable monitoring of their Program Budget. Please check these reports carefully and discuss any concerns with the Business Manager. Should additional reports be required, please advise the Finance Department.

8. Quotations are required as follows:
   a. Under $500 - quotations are not required, however all relevant information is to be supplied to the Business Manager.
   b. $1,000-$5,000 - TWO oral quotations are required for purchases, with details being supplied to the Business Manager (e.g. date, cost, supplier, etc.). In the event of only one oral quotation being available, this should be recorded in writing as to the reasons why (e.g. sole trader who failed to respond to request) and attach to the Purchase Order for audit purposes.
   c. $5,000-$100,000 – min. TWO written quotes
   d. Over $150,000 - tenders are required

9. An official cut-off date for current year orders is communicated each year, well ahead of time. All orders must be submitted for approval prior to this date.

End of policy