

**DANDENONG HIGH SCHOOL**

**PURCHASING POLICY**

**Preamble**

Dandenong High School will undertake effective and responsible management of goods which are purchased to assist with the student learning outcomes and educational opportunities.

**Orders**

* All purchases should be made, where possible and practical, through companies listed on the “Preferred Suppliers List” in line with DEE EHU 25.1.1 purchasing procedure guidelines
* The OH&S pre-purchase checklist should be used when ordering goods/equipment-Procedure No. DEE EHU 25.3.1
* On receipt of orders, The “Purchased Goods Checklist” should be used to ensure they comply with OH&S and relevant Australian Standards
* Domain Leaders are to ensure all non-perishable/expandable items are placed on the Assets Register
* A school order must be raised for all purchases and services that are made in the name of the school and require payment to be made by the school. The order must be raised prior to the purchase
* Where possible, suppliers with whom the school has an account, should be used
* Purchase order requisitions can be entered onto the school E-Schools system or on a requisition form which is available from the Finance Office
* Domain Leaders will need to approve orders
* After requisitions have been approved by the Business Manager, the order will be returned to the originator for posting or faxing
* Requisitions cannot be processed if the company name, address and ABN are not supplied
* If a requisition is hand written, writing must be legible
* If goods and services are paid with a personal credit card or cash and a reimbursement is sought, permission must be given by the Finance Department and Domain Leader prior to the purchase. Please note that an order will still need to be raised and a “staff request for a reimbursement” form completed

**Receipt of Goods**

* On receipt of the goods, they must be checked against the invoice for accuracy
* Signed invoices are to be handed to the Finance Office promptly for payment

**Evaluation: This policy will be reviewed as part of the school’s three year review cycle.**

**School Council Endorsement Date: 16th August 2016**