



PURCHASING POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Dandenong High School – General Office.

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 and authorised prior to the purchase.
- Where possible, suppliers with whom the school has an account, should be used.
- Purchase order requisitions must be entered onto the school compass ordering (Financial Management) system.
- Domain/House/ES Leaders will need to approve orders.
- If a purchase is a perceived or a real conflict of interest exists mitigating measures will be taken to implement department policy to ensure spending of public money is correct. If a relation or relationship exists an order cannot be generated or approved by a family member or spouse.
- After requisitions have been approved by the Business Manager, the order will be returned to the originator for emailing, posting or faxing.
- Requisitions cannot be processed if the company name, address and ABN are not supplied.
- If hiring buses the date of the hire must be entered.
- Internet transactions (eBay etc) VIA Credit Card and GST compliance

- Prior to purchasing, the school must be clear who it is dealing with. It must obtain an ABN from the supplier, which will generally be the supplier who has registered with ebay to sell the item. eBay is the selling agent, and is generally not the supplier. The school should also determine if GST will be charged and if a tax invoice will be issued. **This should all occur prior to the credit card details being entered online.**
 - Once a purchase is made, even if over the internet (ie from eBay), it is important that a tax invoice is obtained. This tax invoice helps to vet the purchase and is also important from a GST perspective. The tax invoice should be matched with the purchase order and in the required format for a tax invoice.
 - Once a tax invoice is obtained, the Business Manager is able to determine if GST applies and if GST can be claimed back. If a tax invoice is not provided, then GST cannot be claimed back and the purchase should be coded G14 in CASES21. It is important that some document is held to support the purchase. In many cases, the internet supplier will email documentation to the staff member's email address. This email normally contains the tax invoice or other documentation relating to the purchase.
- Permission must be given by an associate principal prior to the purchase of any goods or services that may to be paid with a personal credit card or cash and a reimbursement is sought.

RECEIPT OF GOODS

- On receipt of the goods, they must be checked against the invoice for accuracy and stamped approved for payment.
- Signed invoices are to be handed to the Finance Office promptly for payment.

FURTHER INFORMATION AND RESOURCES

<https://www.education.vic.gov.au/school/principals/spag/finance/Pages/purchasing.aspx>

POLICY REVIEW AND APPROVAL

Policy last reviewed	21 st November 2023
Approved by	Principal
Next scheduled review date	21 st November 2026 - This Policy will be reviewed as part of the school's three-year review cycle.