



STANBRIDGE LOWER SCHOOL

PURCHASING POLICY

Reviewed May 2015

1. RATIONALE

1.1 The Governing Body and Head Teacher of Stanbridge Lower School always seek to achieve "Best Value" and this policy links directly to our Best Value Statement.

1.2 The Governing Body and Head Teacher always strive to consider price, quality and fitness for purpose when purchasing goods or procuring services. It is recognized that the cheapest price is not always the best and quality should not be sacrificed when securing goods or procuring services.

2. IMPLEMENTATION

2.1 Prior approval from the Governing Body should be sought by the Head Teacher for all expenditure over £5000.

2.2 Three written quotations will be obtained for all major projects in school where expenditure is above this price, unless it is impracticable to do so.

2.3 Where a quotation other than the lowest is accepted, the reasons for this decision will be reported to the governing body or relevant committee and included in the minutes of that meeting.

2.4 Stanbridge Lower School will not enter into any financial implication agreement with capital implications without the approval of the LA or appropriate body.

3. ORDERS

3.1 Official, pre-numbered orders should be used for all goods and services except utilities, rents, rates etc.

3.2 All orders must be signed by the Head Teacher or her representative who have the Governing Bodies approval to undertake this task.

3.3 The signatory of the order should be satisfied that the goods or services ordered are appropriate and needed, that there is adequate budgetary provision and that quotation or tenders have been obtained as necessary.

3.4 When an order is placed, the estimated cost should be committed against the appropriate budget allocation so that it features in subsequent budget monitoring.

3.5 The relevant staff should check goods and services on receipt to ensure they match the order and the order should be marked accordingly.

4. PAYMENTS

4.1 Payment should be made within time limits specified in law for the payment of debts and only when a proper invoice has been received, checked, coded and certified for payment.

4.2 A member of staff approved by the Governing Body should certify invoices for payment.

- 4.3 The Head Teacher and her representative are authorised to certify invoices for payment. Where the payments are made by the LA on behalf of the school, the names of authorised staff, together with specimen signatories, should be forwarded to the LEA.
- 4.4 All paid invoices should be marked as paid and securely stored.

5. REVIEW PROCEDURES

- 5.1 The school's policy will be reviewed when:
- 2 years have elapsed.
 - There is a significant change in the law.

Rosemary Godwin
Head Teacher
May 2015

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.