

West Tytherley Primary School
Purchasing Policy

Document Control

Reviewed:	January 2013
Next Review:	January 2014
Signed on behalf of the Full Governing Body:
Date:

Aim

The aim of this Purchasing Policy is to achieve a range of benefits for West Tytherley Primary School (WTPS) including:

1. Deliver economies of scale in both time and money
2. Achieve a reduction in stock levels
3. The ability to aggregate requirements
4. Establish a common clear procedure for all staff to follow

Policy

Purchasing should be undertaken within the following policy statements:

- any unplanned expenditure in excess of the delegated financial powers established in the Financial Management Policy are to be referred to Finance and Staffing Committee (F&S) for approval
- all orders to be referred to the Headteacher and Admin Officer
- all orders to be authorised by Headteacher or Deputy Headteacher
- all orders for school stock to be aggregated through a central point, e.g. Admin Officer/ Deputy Headteacher
- all invoices will be checked thoroughly to ensure there is no overcharging or other discrepancies from terms of condition agreed at the time of order, e.g. free carriage
- any expenditure in excess of £2,000 should be subject to more than one quotation
- sales representatives will only be seen by appointment
- Admin Officer to regularly review methods of purchasing to ensure we are getting value for money
- all staff and governors are required to declare an interest if they are in some way involved with potential suppliers

- Headteacher and Admin Officer are issued with a Government Purchasing Card (VISA) with authority to spend £500 per single purchase and a limit of £2.5K per month.