

# Ravenswood School

## Purchasing Policy



### Mechanism for Authorisation of Spending

The following proposals are intended to cover all spending on equipment, materials, and services for the School. However, particular care should be taken where items of expenditure have not been budgeted for and are not included in the School Improvement Plan.

#### 1 Authorisation

- School Finance Officer can issue reimbursements up to £50 from Impress or petty cash accounts. If the items to be ordered are from the curriculum budget, then signed internal order form authorisation must be obtained from the budget holder (Katie Barnes Deputy Head) to confirm if money is available, prior to handing to the Finance Officer.
- If the purchases will result in an overspend in the respective budget area, this should be discussed and agreed with the Headteacher.

Proposals for expenditure of up to £10,000 should be referred to the Headteacher for approval

- e The Headteacher should refer proposals for expenditure of between £10,000 and £20,000 to the Business Committee for approval
- Proposals for expenditure in excess of £20,000 should be referred to the Full Governing Body for approval. Where purchases are made in excess of £20,000, the Standing Orders Relating to Contracts for Schools applies.
- The Headteacher to sign invoices up to £10,000. Invoices in excess of £10,000 to be signed by the chair or delegated representative from Business Committee, with invoices in excess of £20,000 to be signed by the chair or delegated representative from the Full Governing Body.
- The Credit Card can only be used by the Headteacher, Deputy Headteacher, Finance Officer and ICT Network Manager, Premises Co-ordinator and LSA responsible for DT supplies.

#### 2 Tendering for Contracts and Equipment

- If the estimated value of the goods or services is under £10,000, then evidence must be retained to demonstrate that before the order was placed the Headteacher was aware of the value of goods, works or services being ordered and that it was below £10,000.
- If the estimated value of the goods, works or services is under £60,000 but over £10,000, then at least 3 written quotations must be obtained and retained by the Headteacher concerned.
- The Asset Management Section should be contacted for advice on recommended Contractors to be used. All Contractors used by them have been checked for financial stability, technical ability and that the relevant insurance cover has been obtained. In the event that a Contractor who is not

on the List is selected, all of the above checks must be carried out independently by the School.

Supporting documentation confirming that these checks have been completed must be obtained and attached to the relevant contract file.

Assistance in establishing the financial stability of a Contractor can be obtained by contacting the Contracts Monitoring Officer, Internal Audit Service.

### 3. Virements

- The Headteacher may authorise any one virement from any one budget heading to another budget heading, up to a maximum of £1,000 in any financial year.
- Any one proposed virement greater than £1,000 or where virements exceed a combined total for the financial year of £5,000 must be referred to the Business Committee for approval.
- Proposals for virements in excess of £5,000 must be referred to the Full Governing Body for approval.

### 4. Journals

- Journals between funds and up to £5,000 to be authorised by Headteacher except:
  - If explicitly authorised as part of the agreed budget e.g. part of teacher's salary to specialist status;
  - If an internal trading activity e.g. repro charges;
  - Where a salary payment has been reconciled to the wrong contract;
  - Where a miscoding has occurred, and the approved source document evidences the correct code e.g. supply claim form;
  - Headteacher authorisation can be provided by signing a journal request form or a print of the completed journal.
- Journals between funds and over £5,000 to be authorised by the Business Committee.

Purchasing Policy Agreed: .....Chair of Governors



Chair of Business Committee

.....Headteacher

Date:

### History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
11	Business Committee	Autumn 2016	21/9/16	
12	Business Committee	Autumn 2017	25/9/17	
13	Business Committee	Autumn 2018	03/10/18	
14	Business Committee	Autumn 2019	02/10/19	
15	Business Committee	Autumn 2020	30/09/20	
16	Business Committee	Autumn 2021	29/09/21	
17	Business Committee	Autumn 2022	28/09/22	
18	Business Committee	Autumn 2023	27/09/23	