



Rationale:

To ensure that schools follow government purchasing policies. A school council has authority to purchase or maintain the goods, equipment, and material necessary to carry out its functions and must ensure that the school complies with the Department's Finance Manual for Victorian Government Schools. (Section 3.8 - Purchasing) see: [School Financial Policy and Guidelines](#).

Implementation:

- That the college will adhere to purchasing thresholds requirements.

If the purchase is: (GST inclusive)	Then the process is:
Less than or equal to \$2,500	A minimum of one quote (maybe verbal or written)
Greater than \$2,500 and equal to \$25,000	A minimum of one written quote
Greater than \$25,000 and equal to \$150,000	A minimum of three written quotes*
Greater than \$150,000	Tender process*

**Acceptance of a selected quotation is to be recorded in the school council's minutes prior to the school order being issued.*

- Obtaining best value for money.
- Issuing purchase orders for all goods and services purchased.
- Ensuring all purchases have a valid tax invoice (if greater than \$75.00)
- Not allowing use of a school purchase order to buy items for personal use.
- Confining the authority to sign purchase orders to the principal or a designated officer.
- Recording the persons authorised to sign purchase orders in the school council minutes.
- Leasing equipment under an operating lease where, at the end of the lease the equipment is returned to the supplier at no further cost to the school.
- Not leasing equipment under a finance lease where, at the end of the lease ownership of the equipment would pass to the school on payment of a residual value.
- A school council may purchase directly from any source of supply when it is to the best advantage of the school. The exception is where mandated Whole of Government Contracts apply.

Certification:

- This policy will be reviewed as part of the school's annual review cycle.

Policy last reviewed	06/02/2025
Approved by	School Council President: _____ Principal: _____
Next scheduled review date	February 2026