



Purchasing Procedures and Competitive Tendering Policy

For the following academies:

St Philip Howard Catholic School

St Mary's Catholic Primary School

Annecy Catholic Primary School

St Joseph's Catholic Primary School

This Policy has been approved and adopted by the
Bosco Catholic Education Trust

Approved:

Sept 2019

For review:

Sept 2022

Purchasing Procedures

Aims and Objectives

The aim of this policy is to promote value for money purchasing throughout the school. It provides a framework for administration systems, which are simple and efficient.

Bosco Purchasing System

The system allows for:

- the allocation of budgets to budget holders
- monitoring of these budgets by the Business Manager/CFO
- budget holders identifying resources required under their remit
- ordering goods/services
- receiving and checking goods/services
- passing invoices for the payment process
- timely payment of invoices so as not to incur additional costs
- a declaration of pecuniary or non-pecuniary interests

Internal Financial Controls

The Chief Financial Officer (CFO) maintains overall financial controls for processing and recording transactions for all schools within the Multi Academy Trust and regularly reports to the Trustees, Headteacher, Leadership Team and Local Governing Body (LGB).

Each budget holder must build controls into their own admin systems to monitor their budget, thus ensuring there is never a chance of duplicating orders, passing invoices for payment incorrectly or overspending of their annual allocation. Effective internal financial controls will ensure that any errors are detected promptly.

All orders will be requested using a school order form (appendix A), it must be signed by the budget holder and handed to the bursar to seek approval from a member of the Leadership Team/CFO **before** it is placed.

Standards for internal financial controls require that the duties of staff involved in financial transactions are, as far as practicable, distributed so that at least 2 people are involved in both receipts and payments.

All staff securing goods or services must seek best value at all times.

Financial Approval Limits

The Trustees have approved the following arrangements:

1. A £5,000 limit on single orders for equipment and consumables before approval is sought from the Trustees/LGB. £5,000 must be the total amount of the order i.e. 2 x £5,000 cheques to pay a £10,000 invoice is not permissible
2. A £5,000 limit on maintenance contracts before other quotes must be sought.
3. A £ 10,000 limit on contracts for provision of fixtures and fittings.
4. Contracts over £2,000 - 3 quotes to be sought.
5. Method of seeking quotations or tenders should be through the open market from those suppliers/contractors who meet the criteria as recommended by West Sussex County Council.
6. The basis of the award of contracts shall be according to best value, taking into account actual specification and mode of operation and flexibility of arrangements.

Allocation of Budgets

- Budgets are allocated according to each school's aims and objectives as written in the School Improvement Plan, within the available resources, using capitation.
- Budget holders must declare any pecuniary interests in their bid submission.
- Allocation of departmental/subject budgets will be made after approval by the Senior Leadership Team and Trust Board.

Ordering Goods/Services – Key Factors

- Value For Money is the key factor and involves getting what is needed in the correct quality, quantity, in the best time and at the best price.
- 'Price' is not always the overriding factor in deciding which supplier to use.
- Extra discount for schools may apply when dealing with some companies.
- If quotations are sought, then three should be obtained. Copies of the quotes should be retained for reference purposes. The Headteacher/SBM or CFO's opinions can be sought, particularly when the lowest quote is not the option you wish to choose.

Ordering Goods/Services – Procedures

- Orders must be made on Purchasing order forms which are made available to all staff (Appendix A) and must be authorised by the budget holder and a member of the Senior Leadership Team of the relevant school.
- Orders made via telephone, internet or e-mail are discouraged. If however there are special circumstances where this cannot be avoided, orders MUST first be written on an official order for signed approval by a member of the school's Senior Leadership Team.
- All orders are then passed to the bursar in each individual academy for processing.

Receiving and Checking Goods/Services

All goods received will be checked against the delivery note by a member of the office staff/site team and then distributed to the person who ordered them. Any missing items or incomplete orders will be reported to the bursar for action. This is to comply with audit procedures.

- Be sure you have received all the goods you ordered.
- Keep a record of the expenditure for your own monitoring.

Invoice Processing

- The actual processing of invoices for payment is carried out by school admin staff on a weekly basis.
- It is worth noting that 'early settlement discounts' can sometimes be claimed and on large purchases this can be a considerable saving. However, invoices usually have to be dealt with very swiftly to gain this discount - so please draw it to the attention of the SBM if this applies to any of your purchases.

NB: Any issues relating to this policy and its procedures, or any variances detected, are to be referred back to the Board of Trustees.

Bosco Catholic Education Trust

Order Form

To: (Full name and address of supplier if new)

Date:
Academy:
Department:
Requested by:

Catalogue no.	Description	Quantity	Price Each	Total

Agreed by:
Budget Holder

Leadership Team