



Marshfield CE VC Primary School

'Learning Together, Inspiring Each Other, Achieving Our Best'

Purchasing Policy

Ratified by Governing Body on	Date: 24/03/2020
Due for review	Date: March 2021

Purchasing Policy 2020



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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 Development Plan.

1. Authorisation

- (a) Proposals for expenditure up to £3,000 should be referred to the Headteacher for approval.
- (b) Proposals for expenditure between £3,000 and £10,000 should be referred to the Resources Committee for approval.
- (c) Proposals for expenditure greater than £10,000 should be referred to the Full Governing Body for approval.
- (d) The Chair of Governors (or Chair of Resources) in consultation with the Headteacher has the power to carry out functions of the Governing Body if a delay in exercising a function is likely to be seriously detrimental to the interests of the school, a pupil at the school or their parents, or a person who works at the school. Any interim decisions must be documented (email etc) and reported at the next meeting of the Resources Committee or Full Governing Body, where retrospective approval must be documented.

2. Tendering for Contracts and Equipment

(Standing Orders require three written quotations for purchases over £5,000. However, for many schools, expenditure of less than this will still represent a major demand on the budget and it is in everyone's interest to ensure that the best value for money will be obtained).

- (a) If the anticipated value of a single line item purchase or contract is between £1,000 and £3,000 a minimum of three telephone, catalogue, internet or other method of price comparison should be obtained. A record of price comparisons should be kept on file.

- (b) If the anticipated value of a contract or purchase is above £3,000 at least three written quotations should be invited from suitable suppliers. The details should be presented to Governors using the High Value Pro-forma attached as Appendix 1.
- (c) The list of approved Contractors should be referred to in all cases where applicable.
- (d) Leases and other long-term contracts having duration in excess of twelve months shall require the approval of the Chief Financial Officer.
- (e) Full tendering procedures are required for expenditure over £75,000. (The Governors / Head will obtain advice from the LA if considering undertaking tendering procedures).

Project / Purchase

Supplier/Contractor	Value	Comments Other details / Discussions / Problems

Recommended Supplier/Contractor

Delegated authorities

Headteacher up to £3000

Resources committee £3000-£10000

FGB: above £10000

Recommended at (state committee) Date.....

Approved Supplier/Contractor

Agreed at (Full Governing Body) Date.....

Note:

Responsibility may be given to Working Party to review and evaluate projects/contracts/purchases.

The School must **ensure** authorisation is obtained in accordance with the 'Scheme of Delegation' for approving expenditure.