

# Little Stoke Primary School

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## Purchasing Policy

### Review Details

Date reviewed	January 2023
Next review due	January 2025
Document location	Teachers Shared Drive - Policies

Signed	Dan Ross	Scott Pells	Key changes

## Little Stoke Purchasing Policy

### Mechanism for Authorisation of Spending

The following rules 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 £6,000 should be referred to the Headteacher for approval.
- (b) Proposals for expenditure between £6,000 and £10,000 should be referred to the Finance & Buildings 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 Finance & Buildings Committee) 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 Finance & Buildings 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 £6,000. 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 £2,000 and £6,000, 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 £6,000 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 to the "Terms of Reference for Financial Responsibilities".
- (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 and over £6,000 shall require notification to the Local Authority and approval of the Finance & Buildings Committee and the FGB
- (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).

Purchasing Policy Agreed:

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Chair of Governors  
Chair of F& BC  
Headteacher

Date: .....