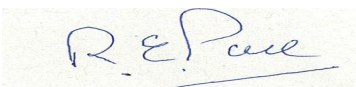



St Barnabas CE Primary School



Aspire, Believe - Together Achieve

# Purchasing Policy

Date ratified by FGB	9 <sup>TH</sup> December 2021
Review Date	9 <sup>TH</sup> December 2022
Signed Chair of Governors	
Signed Head Teacher	

# **St Barnabas CE Primary 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 Development Plan.

#### **1. Authorisation**

- (a) Proposals for expenditure up to £5,000 should be referred to the Headteacher for approval.
- (b) Proposals for expenditure between £5,000 and £10,000 should be referred to the Finance, Personnel and Premises 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 Vice Chair) 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 Personnel & Premises 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 £1,000 and below £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.
- (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 £50,000. European Procurement regulations and Contracting Law requirements will be adhered to for all appropriately sized tenders. (The Governors / Head will obtain advice from the LA if considering undertaking tendering procedures).