

## PURCHASING AND INVOICING POLICY

### SCOPE

The policy governs all staff of the school.

### OBJECTIVE

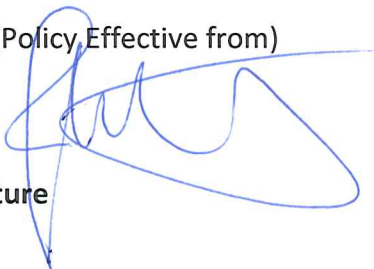
To ensure authorised purchasing practices are adhered to and to minimise risk of poor financial control and poor or fraudulent purchasing.

### PROCEDURES

- A register of Order Books will be kept in the Accounts Manager Office.
- All purchases must be accompanied by an official school order number. Order Books are held by budget holders who are authorised to sign orders only within their budget limits.
- No budget holder has discretion to issue a purchase order or to commit the school for Capital Expenditure, without the consent of the Principal.
- Budget holders must check that goods have been received, that they are in good order, that the cost is in terms of the purchase order and that invoice details are correct before authorising an invoice.
- Senior Managers are required to oversee expenditure of Departments within their responsibility.
- Senior Managers and HODs will be supplied a monthly statement of accounts.
- All invoices are to be finally authorised by the Principal or her nominee.

Date (Policy Effective from)

Signature



Review Date

May 2021