

Guidance Notes for School Purchases

Please find below guidance notes for making purchases on behalf of the school.

(Formal approval, by a Budget Holder, **MUST** be obtained prior to making a commitment to spend school funds)

1) Considering your request

- What would you like to purchase?
- Which supplier will supply the goods / services?
- What is the total cost?
- Why is the purchase required?
- Is the purchase a priority need for the school?
- Which budget will pay for the purchase and who is the Budget Holder?

Please also consider;

- Are you getting Best Value i.e. quality and price
- Method of payment;
 - i. Invoice from a supplier
 - ii. School Credit Card
 - iii. Personal Funds (reclaimed using a Personal Expenses Claim form)

2) Request approval from the Budget Holder, in principle.

They will need to know;

- Why the purchase is required?
- What the total cost is?
- Is it a priority need for the school? If so, why?

3) Request - Approved / Not Approved

If your purchase request is approved by the budget holder, please continue to 4).

If your request is **not approved**, an amended submission could be made. Should you decide to continue to make an unapproved purchase; the school will accept no liability for any payment due and any resulting debt will immediately become the responsibility of the staff member to settle using personal funds.

4) Payment Method:

- a) **Supplier Invoice / School Credit Card** (for orders placed via telephone, email, verbal, fax or order form)

The supplier **MUST** be given an authorised **Purchase Order Number** to generate an invoice to the school. To find out who can raise a purchase order number at your school please contact the Office Manager

Only when your purchase order has been formally approved can you order the goods / services.

- b) **Personal funds** (reimbursed via Personal Expenses Claim form)

The claimant should purchase the goods / services. Copies of till receipts / invoices etc (showing a breakdown of VAT, where applicable) must be retained. When the goods / services are delivered, the quality and quantity must be checked and agreed to the original order. A Personal Expenses Claim Form should be completed and countersigned by the Budget Holder and submitted, together with any receipts, to the Ebor Finance department for processing.

Please note:

Should you choose to purchase goods or services on behalf of the school from your **personal funds**, unless you have received the prior agreement from the relevant Budget Holder, it is done so at your own expense and you risk any request for reimbursement being refused. The decision to approve a reimbursement will be made after giving due consideration to it being a business expense, a school priority and budget availability.