

Wilden V. A. Primary School

A Church of England School



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PURCHASING POLICY 2020

Our School Vision

The mustard seed, the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.

Matthew: 13, v 32

In partnership with parents, governors, St Nicholas Church and community, we strive to ensure all children are embraced and nurtured. Our creative curriculum teaches our children to be generous, loving, resilient, inquisitive and courageous; enabling them to flourish as they journey through God's ever changing garden of life.

AIMS

Our aim is to ensure the school is financially viable and well-resourced for the education of the children.

POLICY

The Resource Committee of the Governing Body delegate the following responsibility to the school.

Tenders and Quotations

Depending on the estimated contract value, competitive bids must be obtained as follows:

- up to £500: at least two verbal quotations
- £500 to £10,000: at least two written quotations
- £10,000 to £60,000: at least three written quotations
- over £60,000: at least three formal tenders

The Head Teacher (Senior Teacher for the autumn term 2020) is the designated member of staff to have responsibility for purchasing within the limits of the school budget and school fund, to a single order limit of £5,000 without consulting the governing body.

The procedure is as follows with further definition in the Finance Manual -

1. Complete a Purchasing Order Form or email request (copy attached) with details from catalogue etc. to be signed by ordering teacher and countersigned/agreed by Head Teacher (Senior Teacher for the autumn term 2020).
- 1.2 Purchasing of resources for school by staff should only take place with prior agreement from the Head Teacher (Senior Teacher for the autumn term 2020). All goods should be delivered to school. Receipts need to be handed promptly to the Office Manager to ensure reimbursement from the School Bank Account.
2. Verbal orders to be confirmed by written order.
3. Place order.
4. Purchasing from school budget via RM Finance, the Head Teacher to sign the order form.
5. Purchasing from School Fund, complete the order form and ensure an appropriate entry is made in ledger.
6. When goods arrive, Office staff to check accuracy.
7. If payment to be made through School Budget invoice to be signed by Head Teacher and paid via RM Finance.
8. If payment from School Fund, raise a school cheque and a copy of the Invoice to be kept filed.

Refer to Bedford Borough Council Scheme for Financing Schools

IMPLEMENTATION AND REVIEW

This Policy will be taken into consideration when updating school development plans by consultation with appropriate staff.

This policy has been ratified by the Governing Body at their meeting and will be amended as necessary.

Signed: Head Teacher

Approved on behalf of the Governing Body

Signed: Mr A Parkin

Chair of Governors

03.12.20