

Fosse Way 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.

Authorisation

1. Decisions on expenditure of up to £1,000 can be authorised by the Deputy Head or Bursar, £3,000 should be authorised by the Headteacher without the need for further consultation. However, if the purchases will result in an overspend in the respective budget area, this should be discussed and agreed with the Chair of the Business Support Sub-Committee.
2. Proposals for expenditure of between £3,000 and £7,000 should be referred by the Headteacher to the Business Support Sub-Committee for approval.
3. Proposals for items of expenditure in excess of £7,000 should be referred by the Business Support Sub-Committee to the Full Governing Body for approval.

Tendering for Contracts and Equipment

1. If the anticipated value of a contract or purchase is below £5,000, quotations or catalogue prices should be obtained to demonstrate value for money.
2. If the anticipated value of a contract or purchase is between £5,000 and £25,000, at least two competitive written quotations should be invited from suitable suppliers.
3. If the anticipated value of a contract or purchase is between £25,000 and £75,000, at least three competitive written quotations should be invited from suitable suppliers.
4. If the anticipated value of a contract or purchase is expected to exceed £75,000 at least three tenders should be invited from suitable suppliers.
5. The Property Services list of approved Contractors should be referred to in all cases where applicable.
6. Leases and other long-term contracts having a duration in excess of twelve months shall require the prior approval of the Director of Resources.

Purchasing Policy Agreed:

_____ *Chair of Governors*

_____ *Chair of Business Support*

_____ *Date*