Purchasing Policy

Rationale
The Saint Joseph’s School Purchasing Policy exists to ensure fair and appropriate purchases and expenditures are made in relation to the running and development of all aspects of the school, both short term and long term. A rigid purchasing policy and procedure will enable effective and accurate budgeting and a high level of accountability to the Diocesan Financial Management Guidelines.

Values
Saint Joseph’s School values:
- Parents contribute financially to the school through fees and levies.
- Toowoomba Catholic Education and State and Federal Government authorities also contribute financially to the school.
- The Parents and Friends Association, parish and local businesses, contribute financially to the school as part of fundraising ventures.

These financial contributions are to be used to enhance the spiritual, academic, physical, social and emotional development of the school community and stewardship of the facility.

Policy Statement
All expenditure and purchases made by the School, Parents and Friends Association and all other relevant fundraising groups, must be responsible, fair, safe and just and in accordance with the Diocesan Financial Management Guidelines.

Consequences
Saint Joseph’s School will adopt appropriate practices to:
- Ensure all school accounting and reporting processes are in accordance with the Toowoomba Catholic Education Financial Management Guidelines.
- The potential health and safety hazards associated with equipment or materials to be purchased are evaluated prior to placing a purchase order to avoid or minimise the risks connected with the use of new equipment or materials.

Associated Documents
2. School Purchasing Process

Date of Issue: June, 2017
Date of Review: June, 2020

Mrs Natalie Simms  Mr Aaron Wells
St Joseph’s Catholic Primary School Board  St Joseph’s Catholic Primary School
Chairperson  Principal