



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

PURCHASING POLICY

Agreed by the Governing Body Finance & Audit Committee
To be reviewed
(*reviewed every 2 years*)

March 2020
Spring 2022

To be monitored by the SLT and Governing Body Finance & Audit Committee

Please refer to the Schedule of Delegation, which highlights the key aspects of the purchasing requirements.

1. A Governor has been appointed as Chief Officer to authorise orders and approve the purchasing procedures on behalf of the Governing Body. The Head/Accounting Officer (or in their absence, the Deputy Head) has been appointed as Commissioning Officer and the School Business Manager (SBM) has been appointed as Contracts Officer. All purchasing appraisals and single tender permission forms must be signed by all the above.
2. The Governors have agreed to delegate the authority to contract goods and services to the Head/Accounting Officer of the school for all purchases under £15,000.
3. Contracts and purchases between the sum of £2,000 and £5,000 will be signed by the Head/ Deputy Head (in addition to the normal requisition signature of the SBM). Between £5,000 and £15,000, the Head must sign the order.
4. Contracts and purchases over the sum of £15,000 will require the prior approval of the Finance Committee or Chair of Governors, in addition to the two school signatures.
5. Where the estimated cost for the supply of goods or services is in excess of £5,000 two quotations will be required and where the estimated cost is between £10,000 and £15,000 three quotations will be required. Quotations are to be given for consideration to the Head and SBM for contracts between £5,000 and £15,000 and the Finance Committee for contracts exceeding £15,000.

6. The lower quotation will normally be accepted. The quotation other than the lowest may be accepted but only with the approval of the Chief Officer and reasons clearly noted.
7. Where tenders have been invited, the contractors will be told when and where to return the tenders and the tenders must only be opened at the appointed time and with at least one Governor and the Head present. The results of the tender must be recorded, a report written and submitted to the Finance committee who will make the decision. Reasons for the decision must be recorded.