

SCHOOL ORDERING & PURCHASING SYSTEM POLICY

School Vision: Developing the Character of God - Academic Excellence

Audit Trail

- Purchases over \$1000 must be Board approved
- Principal may pre-approve purchases using the Purchase Order book
- All purchases are to be documented in the Purchase Order book by approval of the Principal and all receipts need to be compiled with the Purchase Order form.
 - Copy to shop White
 - Copy to statement Pink
 - Copy entered in book Yellow
- All goods received are to be opened and checked by Principal or Secretary.
- Packing slip to be signed and invoice signed off as correct by Principal or Secretary.
- Statement arrives.
- Attach Statement to invoice and Purchase Order. Code.
- All payments to be viewed by the BOT Chair before being sent to Education Services.
- Creditor paid. Cheque No. & date of payment entered on statement.
- Statement filed by the school secretary.
- Record purchase with serial number in Asset Register if required.
- All cheques must have two signatures – do not sign blank cheques.
- Coding of accounts may be done by Principal or Secretary.
- General rule of thumb for items over \$1000 - 3 quotes be obtained (albeit either a purchase or a repair) in order to acquire the best possible price or cost.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT RATIFIED: 12 December 2018

BOT REVIEWED: 27 July 2016
November 2012