



**St Mary's C of E Primary School, Timsbury**  
**PURCHASING POLICY**

**Mechanism for Authorisation of Spending**

The following is intended to cover all spending on equipment, materials and services for the School. All items are in the budget and are included in the School Improvement Plan.

**1) Authorisation**

- a. Decisions on expenditure up to £2,000 can be authorised by the Headteacher without the need for further consultation. However, if the purchases result in an overspend in the respective budget area, this will be discussed and agreed with the Chair of the Finance and Personnel Committee.
- b. Proposals for expenditure of between £2,000 and £4,000 will be referred by the Headteacher to the Finance, Personnel and Premises Committee for approval.
- c. Proposals for items of expenditure in excess of £4,000 will be referred by the Finance, Personnel and Premises Committee to the Full Governing Body for approval.

**2) Tendering for Contracts and Equipment**

- a. If the anticipated value of a contract or purchase is between £500 and £5,000, three telephone quotations or catalogue prices will be obtained and purchasing decisions will be based on Value For Money (VFM).
- b. If the anticipated value of a contract or purchase is between £5,000 and £25,000, at least two written quotations will be invited from suitable suppliers. Purchasing decisions will be based on VFM.
- c. If the anticipated value of a contract or purchase is between £25,000 and £75,000, at least three written quotations will be invited from suitable suppliers. Purchasing decisions will be based on VFM.
- d. Contracts with a value of over £75,000 will be subject to at least three tenders, the administration of which will follow the requirements in the Council's 'Contract Standing Orders (CSO) For Schools'.
- e. The 'Property Services' list of approved contractors will be referred to in all applicable cases.

Purchasing Policy Agreed: .....Chair of Governors

Adopted	February 2014	
Third Review	February 2017	Finance and Personnel
Fourth Review	March 2018	Full Governing Body
Next Review	March 2019	