



The Grange School and Sports College Policy Document



1. **Title:**

Purchasing Policy

1. Authorisation

- a) Decisions on expenditure of up to £1000 should be authorised by the Finance Officer 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 Headteacher.
- b) Proposals for expenditure of between £1000 and £5000 should be referred to the Head for approval.
- c) Proposals for items of expenditure between £5000 and £15000 should be referred by the Head to the Finance Sub-Committee for approval.
- d) Proposals for items of expenditure in excess of £15000 should be referred to the Full Governing Body for approval.

2. Tendering for Contracts and Equipment

- a) If the anticipated value of a contract or purchase is above £3000, a minimum of two telephone quotations or catalogue prices should be obtained. A record of all quotes should be obtained and should be kept on file.
- b) If the anticipated value of a contract or purchase is above £6000, at least three competitive written quotations should be invited from suitable suppliers including the Consortium where relevant. A record of all quotes should be obtained, presented to the Finance Committee and should be kept on file.
- c) The list of approved Contractors should be referred to in all cases where applicable.
- d) Leases and other long-term contracts having duration in excess of twelve months shall require the approval of the Director of Finance, Property and Information Management.
- e) Full tendering procedures are required for expenditure over £50,000

Purchasing Policy Agreed by:

----- Chair of Governors

----- Chair of Finance Sub Committee

----- Headteacher

Date: -----

Review Date: -----