

## **POLICY: PROCUREMENT**

Trinity Catholic College policy on procurement is to follow the procurement principles of transparency and accountability. It is required that the Principal or the Principal's delegate and the Business Manager shall jointly sign contracts as the delegates of the Board.

All staff are required to provide the Business Manager with details of required contracts

The Business Manager shall:

1. Undertake necessary procurement.
2. Be responsible for maintaining records of College contracts in a Contracts Register.
3. Can sign contracts within the Business Manager's financial delegation related to day-to-day operational needs e.g. Retailer supply chains.
4. Report to the Principal on all contracts or supply lines with firms or Private Training Enterprises (PTE's) entered into.

The Principal will:

1. Have responsibility for procurement overall
2. Outline financial delegations for staff
3. Support the Business Manager

Staff will:

1. Communicate with the Business Manager
2. Provide relevant details of required contracts to the Business Manager

## **Financial Delegation**

The following financial delegations within budget are:

### Principal

- A. Outside of budget: Up to \$10,000.00
- B. Within budget: As stipulated in the approved budget, including utilities of any amount that are within the annual budget with any anomalies to be reported to the Board

### Business Manager

- A. Outside of budget up to \$5,000.00 in consultation with the Principal or Deputy/Assistant Principal

### Heads of Department/Budget holders

- A. As per approved annual budget

## **Approvals**

Approvals are required to be met before procurement of goods or services. The approvals process to be followed is:

1. Staff to discuss their requirements with their Head of Department
2. Head of Department to discuss with the Business Manager
3. Business Manager to provide advice as to any existing arrangements
4. Head of Department, Business Manager or Principal to approve expenditure (depending on level of financial delegation)
5. Business Manager to place order
6. Head of Department on receipt of goods or services to approve invoice
7. Head of Department to give invoice to the Business Manager

## **Role of Business Manager**

Staff are required to involve the Business Manager early in the procurement of goods and services so that the Business Manager can advise on existing arrangements and to link into and utilise leveraging opportunities taking into account the College total spend. This includes using AOG (All of Government) purchasing where possible. The Business Manager will also endeavour to streamline purchase points in order that invoicing and payments are manageable and narrowed to a set number of suppliers.

## **Payment of invoices**

Invoices are required to be sent from suppliers to the College contact person but also copied to the Business Manager by email – [BusinessManager@trinity.College.nz](mailto:BusinessManager@trinity.College.nz).

Invoices are required to be paid by the 20<sup>th</sup> of the month following receipt of the invoice or as agreed with the supplier. It is against College policy to have unapproved invoices kept back without discussion with the Business Manager.

## **College Bank Account**

The College bank account may have up to 4 signatories with 2 signatures required for all payments.

**Role of Board of Trinity Catholic College** – the role of the Board is to set policy, provide financial delegations to the principal annually and ask questions to ensure that procurements are carried out transparently.

**Role of Principal** – the role of the Principal is to have an oversight of procurement and to provide support to the Business Manager. The Principal will provide relevant reports to the Board.

**Role of Business Manager** – to provide assistance to staff in procurement matters and to manage day to day payments and operations.

**Role of Staff** – to get approval before procuring, to discuss with Business Manager, to approve invoices and to request sign off by Head of Department.

## **Budget**

It is important that there is the budget for the requirements. Approval is required prior to any other action. A budget of likely cost is required along with a business case as to why the goods or services are required.

## **Business Case**

A business case needs to be put together along the following lines:

1. Background
2. Existing situation – risk considerations
3. Proposed situation
4. Benefits/Negatives
5. Budget
6. Any training implications
7. Transition implications
8. Recommendation

## **Code of Conduct - Conflict of Interest.**

Staff and Board members are to be aware of possible conflict of interest issues. Possible conflicts shall be disclosed to the Principal (for Staff) or the Board (for the Principal and Board Members) for determination.

## **Quotes and Tenders**

Staff are recommended to obtain three quotes for pricing comparison.

## **Policy on Tendering**

It is policy to endeavour to go out to tender every three years for major contracts e.g photocopying, electricity supply, to ensure that the marketplace has been canvassed. This assists competition and will provide comparative pricing.

## **Contact Point for Suppliers**

The Business Manager is the contact point for suppliers. Staff will refer suppliers to the Business Manager.

## **Ratified by Board: Signed for Board**



Date: 7 December 2022

Responsibility: Board of Trinity Catholic College

Reviewed: December 2022

Next review date: December 2025

Policy: Procurement

Related Policies: Financial Administration