

Purpose

The delegation of authority to incur and to authorise expenditure is provided by the College Council. All transactions at *Mildura Senior College and Mildura English Language Centre (College)* should be authorised or approved by a responsible person who is familiar with the program budget requirements. Limits to amounts that may be authorised should be set and observed after approval by the College Council.

All cheques and negotiable instructions drawn on any account, are kept under the control of the College Council, and must be authorised by the principal and a nominated member of the College Council.

Registered signatories at the bank for these accounts must comprise of the Principal as a mandatory signatory and a second co-signatory who must be a nominated member of the College Council, and who is approved by College Council for that purpose. The Business Manager cannot be nominated as a signatory to College accounts, even if they are a member of the College Council.

Purchases

Specific procedures are to be followed when purchasing goods from private suppliers. Whether getting an oral quote or inviting public tenders, the prime focus should always be to see and achieve 'value for money'.

The following table indicates the required number of quotes:

Less than \$2,500	Minimum of one either written or verbal quote
\$2,500 - \$25,000	Minimum of one written quote
\$25,000 - \$150,000	Minimum of three written quotes if practicable
Over \$150,000	Public tender (if practicable)

The quotes (including verbal quotes) and tenders received are to be attached and filed with the purchase order documentation. When the lowest quote has not been accepted, a note to this effect from the authorised officer, briefly setting out the reasons, should also be filed with the purchase order documentation.

Purchase orders are created, authorised and maintained through Compass. No purchases of goods, whether from private suppliers or government agencies can be made without an official purchase order. Note: Purchase orders cannot be authorised by the person making the order, and they require two authorisations by separate delegates.

Purchase orders for goods under \$2000 can be approved by the Business Manager. On receipt of goods, the delivery docket/invoice must be stamped with "goods received" and signed by the person making the order. A duplicate copy of the purchase order must be filed with the invoice prior to payment.

Authorisations for 2022/2023

Staff positions nominated by College Council to incur and to authorise expenditure at the College.

Position
Principal
Assistant Principals
Business Manager
College Council President

Reviewed date:	17.02.2022	Review #	3	Page #	1
----------------	------------	----------	---	--------	---

Information to be retained by the College

- College Council minutes containing approval of the financial delegation.
- Copy of the College’s Banking Register; listing signatories registered with the relevant banking authorities.
- Duplicate copy of each order made by the College.

Resources

This policy should be read in conjunction with the following Department polices and guidelines:

- School Policy and Advisory Guide:
 - [Parent Payments](#)
 - [Finance](#)

The following College policies are also relevant to this Parent Refund Policy:

- 1.08 Complaints Policy
- 1.27 Parent Payment Arrangement 2022
- 1.28 Parent Refund Policy
- 1.33 EFPOS Receipting Policy
- Banking Register

Review and Evaluation

The College Council is to formally minute and review this authority annually.

<i>Ratified by:</i>	<i>College Council</i>	<i>Ratified date:</i>	<i>15.03.2021</i>
<i>Document Owner:</i>	<i>Business Manager</i>	<i>Reviewed date:</i>	<i>17.02.2022</i>
<i>S:\Admin\Policy Docs\Policy Register</i>		<i>Review Cycle:</i>	<i>Annually</i>
<i>Principal Approval:</i>			

Date reviewed by College Council:

<i>Reviewed date:</i>	<i>17.02.2022</i>	<i>Review #</i>	<i>3</i>	<i>Page #</i>	<i>2</i>
-----------------------	-------------------	-----------------	----------	---------------	----------