

Purchasing Procedure

This procedure should be read in conjunction with the 'Governance & Leadership Policy'

Supplier Accounts

- Where possible, an account should be established with any supplier that we intend to do regular or semi-regular business with, with payment terms allowing payment 14 days after receipt of invoice.
- All accounts should be established with the guidance of the GWFC Commercial Team to ensure the correct details are setup with the supplier.
- Any invoices or related purchase information should be forwarded to the GWFC Commercial Team (accounts@gwchildcare.com.au) immediately for actioning in line with usual processes.
- Payment runs are made fortnightly on a Friday, and all suppliers should be advised that payments will be processed in line with this regular schedule.

Company Credit Cards

- Company credit cards (CC) must only be used for authorised GW Childcare related purchases and must not be used for personal purchases under any circumstances. The CC holder will be required to refund any and all personal purchases. Any unauthorised purchases may result in disciplinary action.
- It is the sole responsibility of the CC holder to ensure that a valid tax receipt is collected.
- The centre & description of purchase must be noted on each tax receipt.
- The holder of a CC is solely responsible for them, and their appropriate use, and must not allow any unauthorised individual to use or have access to them.

General Purchasing Requirements

- Our preferred payment method is to pay on invoice for all payments, and credit cards should only be used where alternative payment options cannot be negotiated, or immediate payment is necessary to prevent interruptions to operations or business losses.
- All receipts, delivery dockets, warranties, manuals, or any other documentation associated with any purchase must be returned to the GW Childcare centre on a weekly basis or uploaded to the cardholder's Dropbox receipt folder.


Authorisation

- GW Childcare reserves the right to remove purchasing authorisation from any individual at any time



- The delegation of authority in the table below should be considered before any purchase, and any necessary approvals should be obtained prior to committing to spend.
- These thresholds apply to all purchases irrespective of the payment method used (supplier invoice, credit card, etc.).
- Any indication that purchases have been broken into multiple small payments to circumvent these approval processes will be considered a breach of authorisation.

General Purchases	Capital Expenditure	Required Approver
Up To \$500	N/A	Any authorised staff / credit card holder
Up to \$1,500	Up To \$500	Centre Manager
Above \$1,500	Above \$500	General Manager

PROCEDURE VERSION AND REVISION INFORMATION			
		Current version	1.0
Authorised by	GENERAL MANAGER	Last review	Sep 2022

Workplace Participant Acknowledgement

I acknowledge that I have read and understood the above information and that:

- *I am expected to comply with the information in this procedure; and*
- *there may be disciplinary consequences if I fail to comply, which may result in termination of my employment*

Name _____ Signature _____ Date _____