



STAFF PURCHASING PROCEDURE

Updated: 2024
Review: 2028

Rationale

The College is governed by the Catholic Education of Western Australia. All employed within CEWA, have a duty to adhere to all processes and procedures. As such, a high priority is given to the purchasing process within each CEWA school, to ensure financial management is maintained with the upmost integrity.

To ensure our College can endure the educational needs of our students to the best of our ability, numerous curriculum purchases are required all year round. Given the scale of purchasing, the College wants to ensure all Staff with a capacity to purchase understand a set procedure to meet CEWA's guidelines. The College's Finance Team is always here to assist that we all work together to do our part in ensuring we maintain these standards as we navigate through the schooling year.

Purchasing / Ordering Items

All invoices and reimbursements need to be provided to Finance within the same month of purchase.

Purchase Order Book Process:

- All staff are required to speak with the relevant HOLA prior to purchasing any item or service.
- It is an audit requirement that a Purchase Order (PO) is completed and signed by the HOLA.
- Provide the white copy to the business (which remains their copy) and obtain a tax invoice.
- Marry the blue copy and the invoice together, get the invoice signed by your HOLA.
- Hand in the Blue copy and the invoice to Accounts.

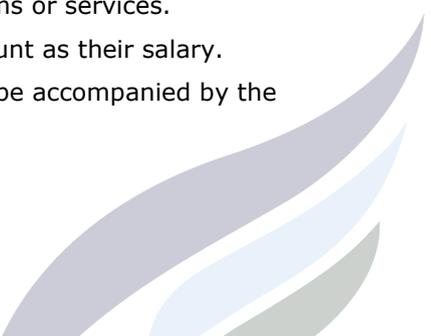
Online Purchases Process (only when a PO book cannot be used):

- Arrange a time to sit with Sam so he can make your order on his behalf using the College Credit Card.
- When making online purchases, forward all tax invoices to: accounts@olmca.wa.edu.au to avoid missed invoices.
- Credit Cards cannot be used for businesses we have accounts with.

Account Cards Process:

- Woolworths and Big W have a purchasing card we use. Obtain this from Finance. This card is used the same way as a debit card, requiring a PIN. Finance will advise you of the PIN on collection.
- A PO is still required to be used for internal purposes only.

Direct Staff Reimbursement Process:

- This should be a **last resort** option for purchasing College related items or services.
 - Staff who purchase items can be reimbursed into the same bank account as their salary.
 - These purchases must be approved and signed off by your HOLA and be accompanied by the internal form with the tax receipt.
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- The Staff Reimbursement Form can be found here: [Staff Reimbursement Form](#)
- EFTPOS receipts are not the same as a tax receipt. It is the staff members responsibility to ensure a tax receipt is provided to be reimbursed.

List of Supplier Accounts:

- This is available for viewing here: [List of Suppliers Accounts](#)

