

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: CLUSTER FINANCES
PROCEDURE: Purchasing

The RTLB administration fund supports the day to day work of RTLB and operation of RTLB offices and hubs.

Guidelines

1. The RTLB Cluster Manager will oversee and manage the cluster's administration funding. Guidelines for the appropriate use of the cluster's administration fund are outlined in the *Governing and Managing RTLB Clusters Toolkit - Jan 2015*.
2. RTLB may be required to purchase goods and services to support their RTLB work, and/or to support the day to day running of their office / hub:
 - Purchase of goods and services will have the prior approval of the RTLB Cluster Manager.
 - RTLB will request a Rotorua Lakes High School order form from RTLB Cluster Manager outlining:
 - what will be purchased, why, and where from,
 - projected cost(s) including GST and delivery as appropriate.
 - RTLB will complete the ordering and/or purchase using the allocated order form, and retain a record of the order and/or purchase for possible future queries.
 - RTLB will purchase from cluster, lead school and/or host school preferred suppliers as appropriate. Guidance with preferred suppliers will be available from the RTLB Practice Leader and/or Cluster Manager.
 - RTLB Cluster Manager will outline the process for ordering and/or purchasing if it differs from the norm.
 - Any benefits, such as Flybuy points or other rewards programmes, resulting from purchases using RTLB funds will be for the benefit of Rotorua Lakes High School, and not redeemed for personal use.
3. Resources and work equipment purchased by RTLB to support RTLB work will remain under the ownership of Te Hā o Te Manawa RTLB Cluster 20. Upon delivery, they will be made available to the RTLB Practice Leader for recording on Te Hā o Te Manawa RTLB Cluster 20's asset register.

RTLB Discretionary Claims:

Rotorua Lakes High School recognises its responsibility to reimburse RTLB for actual and reasonable expenses incurred while carrying out RTLB work, where these expenses sit outside RTLB travel and debit card claims, and the regular purchasing procedures outlined above:

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1. All discretionary claims require the approval of the RTLB Cluster Manager, and prior approval where possible. No reimbursement will be made for unauthorised expenditure.
2. RTLB to enter the details of a discretionary claim onto Schoolgate under the 'Expense Claim' section by the last day of each month.
3. All GST receipts for discretionary claims will be kept and forwarded to the Rotorua Lakes High School Executive Office at the end of each calendar month.
4. Rotorua Lakes High School will deposit reimbursement for authorised discretionary claims into RTLB's nominated bank account on the first Friday of the month for claims relating to the previous month, any variance to this will be notified by Rotorua Lakes High School.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self –review February 2020, or as required.

DATE CONFIRMED: 28 February 2017