

PP75

Textbook and class material purchasing policy and procedure

PURPOSE

This policy and procedure outlines Southern Cross Education Institute's obligations to ensure consistent purchasing practices across the organisation and defines the approach to ordering and purchasing of training materials.

SCOPE

This policy and procedure applies to the acquisition of all training materials, including textbooks for students, purchased from suppliers for and on behalf of Southern Cross Education Institute.

DEFINITIONS

Contractor	A person or company that performs work on a contract basis within a fixed time and agreed fee
Employees	An individual who works part-time, full-time or casual under a contract of employment, whether oral or written, express or implied, and has recognised rights and duties.
Goods	Goods are tangible products acquired to meet the training and assessment services of SCEI.
Purchase Order	The official instruction given to a vendor for goods required
Purchasing	The acquisition process of placing orders for goods and services through either purchasing, leasing and licensing
Receipting	The method of official acceptance that goods have been delivered as ordered.
SCEI	Southern Cross Education Institute
Textbooks	Books in all formats used for the purpose of learning. Often in physical book format, but may include digital or eBook format, and including access codes for online usage.
Training Material	Aids used by the trainer to help him/her in teaching his/her lesson effectively and may include textbooks, videos, models, posters, equipment.

POLICY

1. This policy ensures that any requirement for training material e.g. educational textbooks and/or class materials is ordered and purchased in a correct, efficient and cost effective manner.
2. The requirement of training materials will need to be precise so that any errors can be avoided.
3. Approval for all purchases must be obtained by the Chief Executive Officer before any purchases can be made, regardless of Campus.
4. All orders, purchases and receipt of goods may only be undertaken by the Accounts Department.
5. There shall be an audit trail for all purchases that allows for transparency of decisions and review of purchasing practice.
6. Employees and Contractors shall ensure that they are not, or are not perceived to be, in a conflict of interest with any supplier.
7. Goods that are purchased with SCEI funds shall be used for SCEI purposes only and not for private purposes.

PROCEDURE

1. Purchase Order

- 1.1. Employees and contractor requesting goods or materials, including textbooks, are:
 - 1.1.1. required to fill in the FOR39 Purchase Order form
 - 1.1.2. to ensure a minimum of three (3) quotes have been sought for the exact same product and quantity
 - 1.1.3. to check availability of items and expected date of delivery
 - 1.1.4. to ensure all goods or materials have a product number or similar documented on the quote and FOR39 Purchase Order form
 - 1.1.5. to provide exact specifications of goods or materials required. For textbooks publisher, author, title, version, year released, ISBN (if applicable)
 - 1.1.6. to undertake due diligence to ensure the correct materials and quantities are ordered and purchased
 - 1.1.7. Materials required must have product number or similar
- 1.2. The completed FOR39 Purchase Order form and attached three (3) quotes is to be submitted to the Accounts Department, clearly stating the required delivery date of the order
- 1.3. If students have paid for textbooks, the employee or contractor must provide evidence and staple to the completed FOR39 Purchase Order form

2. Approval and Ordering

- 2.1. Upon receipt of the FOR39 Purchase Order form and quotes, the accounts officer will submit to the Chief Executive Officer for approval.
- 2.2. Any issues with the purchase order or quotes, prior to approval, are to be directed to the person who submitted the order, promptly.
- 2.3. Upon approval, the Accounts Officer will purchase the order and notify the employee or contractor who placed

the order, that the order has been placed and the estimated delivery date

3. Receipt of Delivery

- 3.1. All delivered goods or materials are to be received by the Receptionist.
- 3.2. Upon signing for the delivery, the receptionist will:
 - 3.2.1. Receipt the order, by cross-checking the delivered items against the order form and note any irregularities.
 - 3.2.2. Receptionist will notify the Accounts Officer and the person who ordered goods of arrival
 - 3.2.3. Inform the Accounts Officer of any irregularities with the order. If there are any irregularities the Accounts Officer is required to follow this up immediately with the supplier.
 - 3.2.4. Staple delivery docket to order form and submit to the Accounts Department for recording and filing.
 - 3.2.5. If the order is for students, the Accounts Officer must ensure evidence of student payment for the goods or materials before giving the student the goods or materials.
 - 3.2.6. A student will not receive any goods or materials without evidence of payment for those goods or materials.

RELATED DOCUMENTS

- FOR39 Purchase Order form
- PP76 Ethical Behaviour Policy and Procedure

LEGISLATIVE CONTEXT

- NIL

RESPONSIBILITIES

Chief Executive Officer

- Responsible for overseeing the implementation and compliance with this policy and procedure

Accounts Officer, Employees and Contractor

- Responsible for adherence to and compliance with this policy and procedure

Author	Compliance Manager
Approved by	Chief Executive Officer
Effective date	22 November 2013
Reviewed	3 January 2017; 24 January 2019; 27 May 2021
Version	V3.0; V3.1; V3.2
Review date due	January 2019; January 2021; May 2023