

Nelson College Policy

STAFF PURCHASES



Approved by: Board of Trustees
Contact: Headmaster
Group: Leadership Team

Date effective:
Review date: under review
Reviewed by: Leadership Team

Policy statement

The Staff Purchases Policy will present broad guidelines for the appropriate use of the purchasing privileges offered by Nelson College to its Staff.

Policy rationale

Nelson College as a substantial consumer is able to negotiate good terms with providers. As a good employer Nelson College is able to pass these benefits onto staff.

Responsibility for implementation

The Board of Trustees

- Delegates implementation of the policy to the Headmaster
- Delegates the implementation of disciplinary measures which result from proven misconduct or serious misconduct offences related to staff purchases to the Headmaster

Headmaster

- Will be responsible for determining whether staff breaches of the Staff Purchases policy constitute misconduct or serious misconduct and will take appropriate disciplinary action.

Finance Manager

- Will be responsible for pre approval of staff purchasing privileges.
- Will monitor the invoicing and payment of staff purchases and will inform the Headmaster of breaches of the policy.

Guidelines

- Staff must not make any private purchases through the College without authority from the Finance Manager.
- Staff must pay the full amount before the 20th of the following month. Use of postage or courier services must be paid for at the time of purchase.
- Failure to pay the full amount before the 20th of the following month (without authority to do so from the Headmaster) may result in the loss of staff purchasing privileges
- Finance Office will monitor staff responsibilities and report any non-compliance to the Headmaster.

Staff Breaches

Staff who fail to comply with the policy may be subject to disciplinary procedures in addition to the loss of staff purchasing privileges. This will follow the process detailed in the Staff Discipline Policy

- verbal and/or written warning.
- if financial misconduct is proven, possible dismissal with notice
- if serious financial misconduct (particularly if preapproval for the purchase had not been obtained) there is the possibility of immediate dismissal and referral to the police

Terms:**Staff**

includes all school personnel both teaching and non-teaching and any tutors in Community Education.

Related Policy:

- Finance, Administrative & Physical Resources Policy
- Staff Discipline Policy