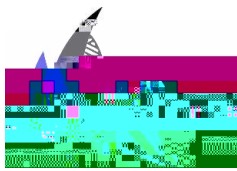


Investing

- The Official account, which is to be used for all receipts, payments and investment transfers, is to be maintained at 2 months of normal expenditure.
- All remaining funds are to be held in the High Yield account.
- All accounts will be linked directly to the official account and all account withdrawals to be via the official account.
-



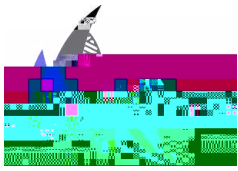
- Budget holders will ensure there are adequate funds prior to ordering and have authority to sign orders. Budget holders will be set as per the College Positions of Responsibility list.
- The College will follow all tender/quotation documentation thresholds for the purchase of goods and services under the Financial Management Act 1994.

Less than or equal to \$2,500	A minimum of 1 quote (may be verbal or written)
Greater than \$2,500 and equal to \$25,000	A minimum of 1 written quote
Greater than \$25,000 and equal to \$150,000	A minimum of 3 written quotes to be sought
Greater than \$150,000	Public tender process

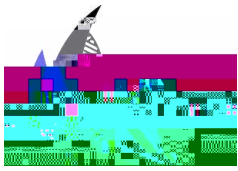
- All orders must be approved by the budget holder & the Business Manager and signed off on prior to being ordered.
- Budget holders, as set down by the Positions of Responsibility (POR), will be granted authority to approve consumable orders under \$2,500.
- Asset orders and consumable orders in excess of \$2,500 will require the Business Manager or Asset Manager's approval.
- Asset and consumable orders in excess of \$25,000 will require Principal authorisation.
- Asset and consumable orders in excess of \$150,000 will require Productivity and Finance Committee authorisation.

Purchasing Card

- College Council will approve all purchase cards prior to them being issued and be responsible for determining the number of cards issued and the monetary limits set on those cards to the maximum value of \$15,000 per card.
- All purchase cardholders will be listed in the Purchase C1rq0.000008871Reg008871T#T@MC /Span #MCID 33/La



- a reward and rec41.92o1hA▯/F3 11.04 Tf1 020 0571 0 0 1 108.02 738.94 Tm0 g0 G[a 738.94 Tm0 g0 G24 12 0



	Week 3 – Term 1 – 2019 – V7 Week 3 – Term 1 – 2020 – V8 Week 3 – Term 1 – 2021 – V9 Week 3 – Term 1 – 2023 – V10
Responsible for Review	Finance Committee
Next Review Date	Week 3 – Term 1 - 2025
References	DET