



Spencer Park Primary School Cost Centre Management Procedure

Those taking charge of cost centres need to be aware of the following procedures:

- All items purchased must be **ORDERED** using **SCHOOL ORDER BOOK** - state quantity and cost (or estimated cost from supplier). Suppliers ABN must be filled in on the order form. Order Books need to have an admin/Registrar/cost centre manager signature.
- Staff members, other than Cost Centre Managers, who want equipment purchased must see appropriate Cost Centre Manager. No order will be sent unless the cost centre manager's name and signature is on the "enquiries" section of the actual order form.
- When goods are received, they need to be checked off against the invoice as soon as possible. If not correct please follow up immediately as some firms allow only 14 days for advice of a discrepancy. Please sign the invoice, note any discrepancy and give to Registrar.
- Monitor expenditure closely. If there is over expenditure in a cost centre items will be returned to supplier.
- Participate in budget development for the following year.
- Larger items must have 3 documented quotes. (See Registrar if unsure.)