# Operational Policy: Purchasing Policy (NAG 4)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility to ensure consistency of practice, value for money, and a clear audit trail for goods and services purchased on behalf of BLENNZ.

The Board has delegated responsibility for the implementation and monitoring of this policy to the Principal. The Principal may further delegate some of this responsibility, with all such delegations being set out in the Board’s Delegation Policy.

BLENNZ is a signatory to the All of Government (AoG) scheme and, through the NZ Schools Trustees Association, n3. n3 have contracts with a large range of suppliers, which can be used to compliment contracts already in place through AoG.

## Policy Requirements:

1. All expenditure must be in accordance with BLENNZ policies and its Charter and be within the Board approved budget for the respective financial year. If the expenditure has not been included in the approved budget then the expenditure will require further approval within delegated authority.

2. Approval for purchases must not exceed delegated authority as per annual Letters of Delegation.

3. Approval for capital expenditure must be sought during the annual budget cycle. If necessary, re-prioritisation of capital expenditure may occur up to delegated authority. Invoices for capital expenditure must be sent to Senior Manager Administration for payment

4. IT equipment and services must be purchased in consultation with the Co-ordinator Digital Access & e-Learning to ensure compatability with current BLENNZ equipment and its network.

5. Wherever possible specific goods and services should be purchased from suitable and/or approved suppliers with whom BLENNZ has an account. Where there is not a previously approved supplier, where possible three quotes for individual goods above $1000 should be obtained.

6. Staff are not permitted to purchase goods or services from a company in which they have an interest, or which are connected with family or friends, without first gaining approval to do so from their Senior Manager or Principal. Any conflict of interest must be declared.

7. There must be adequate segregation of duties between employees responsible for the processing of accounts payable transactions and employees responsible for the payments to suppliers.

8. Wherever possible order forms should be used and checked off against invoices to ensure invoices relate to the goods and services actually received.

9. In the circumstance that an invoice is overpaid, a recovery or refund of the overpayment must be sought.

## Supporting Documents:

[Link to n3 Website](http://www.n3.co.nz/)

[All of Government Procurement Scheme](https://www.procurement.govt.nz/procurement/principles-charter-and-rules/government-procurement-rules/other-rules-you-need-to-know/rule-55/)

BLENNZ Policies:

* Board Delegations
* Financial Management
* Credit Card
* Theft and Fraud Prevention
* Sensitive Expenditure
* Conflicts of Interest

Approved: 

Date: 16/2/2022

Next Review: 2024