

Finances

The school budgets – both staffing and cash – are developed annually to guide management and leadership to best support students enrolled at the school that year.

Orders are made by teachers through their WINC account. Staff requiring other items see the Business Manager to have orders processes in accordance with departmental policy. Corporate cards are held by school leaders and other staff in accordance with policy. [Corporate card](#) Petty cash may be arranged as relevant. Staff who purchase low cost items for use by their class submit a reimbursement form complete with receipts and photographs or actual items provided for transparency and accountability. The following Department of Education Ordering and Payment Matrix is provided for information.



Ordering and Payment Matrix

Products or services on departmental or whole-of-government supply arrangements (SOAs) must follow the ordering and payment process stipulated by the Arrangement. If not specified, use the ordering and payment process for general purchasing/expenditure.

Payment methods: PC – Petty cash (<i>Schools only</i>) PO – Purchase order DI – Direct invoice CC – Corporate card (<i>up to approved transaction limit</i>)		General purchasing/ expenditure	Special / Specified items	Assets	Contractor/ Consultants	Capital works	International payments
Determine the total purchase value	\$0 - \$100 ex GST	PC					
	\$0 - \$5,000 ex GST	PO, DI or CC <i>Up to approved transaction limit. One-off payments only, recurring payments must be made by PO.</i>	DI or CC <i>Up to approved transaction limit.</i>	PO or CC <i>Up to approved transaction limit.</i>	PO or DI <i>One-off payments only, recurring payments must be made by PO.</i>	PO	DI or CC <i>Up to approved transaction limit.</i>
	\$5,000 - \$10,000 ex GST	PO, DI <i>One-off payments only, recurring payments must be made by PO.</i>	CC <i>Only if approved transaction limits allow.</i>	DI or CC <i>Up to approved transaction limit.</i>	PO or CC <i>Up to approved transaction limit.</i>	PO or DI <i>One-off payments only, recurring payments must be made by PO.</i>	PO
	\$10,000 - \$100,000 ex GST	PO	PO, DI* or CC <i>Up to approved transaction limit.</i>	PO	PO	PO	DI or CC <i>up to approved transaction limit</i>
	Over \$100,000 ex GST	PO	PO or DI*	PO	PO	PO	DI

***Direct Invoices over \$5,000 ex GST can only be used for the following "Special/specified item payments"**

- Utility charges – electricity, gas, waste disposal & water
- Rent, lease charges or reimbursements to real estate agents
- Property rates (Council)
- Legal property transactions (Land Acquisitions)
- Usage subscriptions – i.e., Branch subscriptions for Adobe
- Recurring printing services charges
- Student refunds
- Grant, sponsorship or scholarship payments
- Payments and transfers made within the department, such as transfers between bank accounts and appropriations payments
- Fleet – vehicle hire/emergency service/car maintenance/tolls
- Fuel cards
- Car rentals
- [Bulk Accounts](#)
- System-generated and periodic payments to, or for services provided by, other Government agencies, e.g., taxes, WorkCover and Queensland Government Insurance Fund (QGIF) premiums, QBuild maintenance, superannuation and leave liabilities related to payroll (including payments made via a clearing house)

Ordering and Payment Matrix Guidelines

- All purchases must follow the [Department's Purchasing and Procurement Procedures](#).
- Further information is available in the [Financial Management Practice Manual](#). For categories and approval limits, see the [Finance Delegations Matrix](#) and [Purchasing and Procurement Delegations](#).
- Purchases over \$250,000, require a Sourcing Strategy approved by a Procurement Delegate
- All purchases must be approved by a Purchasing or Procurement Delegate and a Financial Delegate.
- **Corporate Only:** Direct Invoices greater than \$250,000 (including GST) must undergo a [certification process](#) prior to payment
- Direct Invoices include manual General Purpose Expenditure Vouchers (GPEVs), GPEV Smartforms (SAP only), Bulk Uploads, International Money Transfers (IMTs).

DARLING POINT SPECIAL SCHOOL - REQUISITION FORM

Please complete **all** sections on this form.

Orders will not be processed on SMS

unless the State Purchasing Policy Section has been completed.



TO: _____
Address: _____
ABN: _____
EMAIL _____ PHONE: _____

DATE ORDERED:

PLEASE ORDER ☐

PLEASE PAY ☐

PLEASE SUPPLY THE FOLLOWING GOODS:

Code	No of Items	Description	Unit Cost	GST	Total
Reason for Purchase (must be completed): 			FREIGHT/ POSTAGE		
			ORDER TOTAL		

Order requested by: Date:

Purchasing Officer:

Financial Approval:

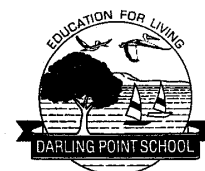
COST CENTRE

Quotes as per State Purchasing Policy Attached Tick if applicable.

☐

Attach Quotes or Offers as applicable.

Claim for Reimbursement



Name of Claimant:

Please list totals of all dockets and corresponding information in relevant columns below. All invoices/receipts must be attached to this form.

Docket Date	Items Bought	Cost Centre (if known)	GST Free	GST Inclusive	Total Claimed
Total of Claim			\$	\$	\$

I certify that this is a true and accurate claim for reimbursement for Darling Point Special School for expenses incurred by myself as the claimant.

Date:

Approval:
Name: _____

Date:

Signature: _____

