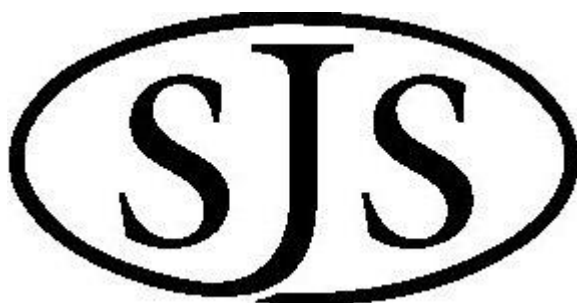


# Shaftesbury Junior School

## Internet Purchasing Policy



*'We care, we share, for the future we prepare'*

**Approved by:** Full Governing Body

**Date:** 9<sup>th</sup> December 2025

**Last reviewed on:** December 2025

**Next review due by:** December 2026

This policy reflects requirements for inclusion and equality as set out in the [Special Educational Needs and Disability Code of Practice 2014](#) and [Equality Act 2010](#), and refers to curriculum-related expectations of governing boards set out in the Department for Education's [Governance Handbook](#).

We support the 'City of Sanctuary' vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. We endorse the City of Sanctuary Charter, and agree to act in accordance with City of Sanctuary values and apply the network principles within our work.

We recognize the contribution of people seeking sanctuary. Sanctuary seekers are welcomed, included and supported within our context.

## **Statement of intent**

The internet is a popular procurement channel for schools owing to possible cost savings and increased choice when compared to ESPO. However, internet purchasing should ideally only be used where the goods or services cannot be effectively or economically obtained through normal ordering channels or where there are demonstrable financial savings compared with ESPO.

## **Procedures**

### **1. Internet purchasing checks and precautions**

School staff must take the following precaution and checks before and during the ordering process.

**1.1.** Only place internet orders with reputable companies. Reputable suppliers will display the hallmark on their website to denote that they are a government approved and secure web trader. The Trust UK logo also indicates that the supplier subscribes to a strict code of practice and ensures that payments are secure.

**1.2.** Make sure that a secure web browser is used when ordering goods and making payment on the internet. Secure browsers such as Microsoft Edge, FireFox, Chrome and Safari make the most of the security measures currently available such as:

- Unbroken key or padlock symbol to denote a secure web page;
- Broken key or padlock to denote an unsecured site.

**1.3.** Always use a website which starts with https:// and not those beginning with just http://. Always use a secure checkout option, if requested. https:// websites are the recognised secure websites.

**1.4.** Other web browsers may be used to make on-line purchases provided they fulfil the following criteria:

- The browser must be a Secure Electronic Transaction (SET) enabled browser.
- The transaction provider (the supplier from whom the purchase is being made) must also provide a SET-enabled server. (To find out whether the transaction provider has a SET-enabled server, the user can find a section of the website that will provide information on buying from that supplier on-line).

**1.5.** Web-traders often ask the purchaser to register with them and to set up a user name and password. Such details must be held securely.

**1.6.** Read the supplier's privacy policy statement. This will enable the purchaser to opt out of anything they may feel will compromise the security or confidentiality of their details.

**1.7.** Check the terms and conditions of the purchase, so that the purchaser is aware of what they are agreeing to. These details should be saved or available for printing, where possible.

**1.8.** Be aware of any additional charges such as import duty, VAT and other taxes, extra charges for paying by card, etc. Know the final amount being charged and check there is sufficient budget before proceeding with the transaction.

**1.9.** Confirm the delivery arrangements for the goods or start date for services before giving out any details.

**1.10.** Once the order has been placed over the internet, the purchaser must log out of the transaction provider's website and ensure that their details are no longer available to anyone using the computer thereafter (e.g. details left on screen.)

**1.11.** Know the methods and costs of returning goods if necessary and make sure that, in this event, the budget can adequately provide for this.

**1.12.** Always keep a record of the supplier's contact details. This includes the e-mail address, postal address and telephone number.

## **2. Order authorisation and commitment**

The following processes should be implemented:

**2.1.** A purchase requisition order form should be raised prior to the order being placed on the internet. The requisition must include:

**a)** the supplier details (e.g. website address) and the address to which the goods or services are to be delivered;

**b)** method of payment to be used;

**c)** the signature of the budget holder as confirmation that the goods or services requested are appropriate and needed.

**2.2.** An official FMS6 purchase order should then be raised on SIMS FMS6. This will ensure that the proposed expenditure is committed to the relevant cost centre for budget monitoring purposes and that there is sufficient funds available to finance the purchase. This should be authorised by the delegated officer (e.g. Headteacher), prior to the order being placed on the internet.

**2.3.** Where the school places the order over the internet and pays the supplier directly (either by invoice or purchasing card), the internet order should be raised in the name and address of the school.

Where an individual member of staff places the order over the internet and pays for it using their own debit or credit card, the delivery address must always be the school's address to clearly identify the purchase as school business. This is because, in law, the contract may be deemed to be not between the school and the supplier, if the order is raised using an individual's details.

**2.4.** The officer ordering the goods on the internet should ensure that the school's email address is used as the email contact.

**2.5.** When the order is placed on the internet, an order and payment confirmation will be displayed and emailed to the registered email address. This must be printed off and attached to the official FMS6 purchase order.

## **3. Making Payment**

For purchases made on the internet, there are three payment options available as noted below. Regardless of which payment method is used, adequate documentation to support all internet purchases must be obtained and retained for VAT recovery purposes. The City Council's VAT and Taxation Advice Office (0116 252 7470) can be contacted for further advice, where required.

**3.1.** Payment on Receipt of Invoice:

The school could contact the internet supplier by telephone or email to order the product and request an invoice such that payment will only be made upon receipt of invoice. The invoice will be processed onto FMS6 and a cheque/**BACS** raised.

This is strongly recommended as payment will be made after the goods have been received. This is considered a low-risk option.

### **3.2. Payment Using a Purchasing Card**

The school has a purchasing card and uses it to pay for internet purchases (see further guidance at <http://schools.leicester.gov.uk/home/management/finance/guidance-documents/>).

The latest Scheme for Financing Schools does encourage schools with a delegated budget share to make use of procurement cards to minimise transaction costs. Though this does present similar problems as per option (3.3) below, there is less likelihood of potential contract law issues.

### **3.3. Staff use their own credit or debit card**

Staff members could purchase the goods or services on behalf of the school using their own credit or debit card, and be reimbursed by cheque from the school's official delegated funds bank account upon completion of the Cheque Reimbursement Form, submission of the order and payment confirmation email or invoice, and after receipt of the goods or services.

This is an efficient means of payment if the transaction is undertaken with reputable suppliers and in a secure manner. However, it still presents a number of risks that the school must be aware of as follows:

- a)** Payment is made to the supplier prior to the goods being received. This could result in financial loss to the school if the supplier goes bankrupt or business is done with a non-reputable supplier.
- b)** Payment is made prior to the quality of the goods being known. This could result in the school receiving goods that are sub-standard and unsuitable for use in an educational setting. There may also be difficulty in seeking replacement for faulty items if payment has already been made.
- c)** Under contract law, the contract may be seen as being between an individual and supplier. The school and the City Council would have no legal intervention powers.
- d)** Credit or debit card fraud may occur as a result of the transaction for which neither the school nor the City Council can accept liability for as the individual used their own personal card.

## **4. Receipt of Goods**

**4.1.** On receipt of the goods, a member of staff other than the person who had placed the order should check the items received to the goods delivery note and order and payment confirmation print. The goods delivery note and order and payment confirmation print should be signed and dated as confirmation of the check.

**4.2.** If the goods are rejected, the supplier must be informed directly and as soon as possible. Depending on the terms and conditions of the supplier, an exchange of goods or a refund would be expected. Any email sent to notify the supplier of goods being rejected must be printed out and attached to the original official FMS6 purchase order. A record of the return must be noted on the official FMS6 purchase order in all instances.