

PURCHASE ORDERING PROCEDURES UNDER COMMITTED ACCOUNTING

These procedures apply to all purchase orders generated. It is important that these procedures are carried out in their entirety, otherwise the accuracy of information produced by way of reports from the financial system will be compromised.

When ordering goods/services by way of purchase order, the order must be raised and completed at the time of placing the order, or if this is not possible as soon as possible afterwards.

When raising orders all details must be completed ie: prices, quantities, and coding. Only those codes detailed in the blue estimates book should be used. Any variation from these codes must be agreed with line managers and Finance prior to use.

Orders should not be completed once the invoice has been received. If prices are not known for certainty, an estimated price should be entered. Consideration should be given to delivery/carriage charges, with these being included on the order as well.

Any orders raised with regards to capital works or equipment should be coded to 6001-601.

Order numbers may continue to be reserved, but should be completed in full as soon as possible after the goods/services have been physically ordered.

Once delivery of goods/services has been received, the order must be delivered on the TASK system. This option is found under Purchase Ordering, Normal Processing, Input/Amend deliveries. Failure to do this will not allow the subsequent invoice to be cleared and passed for payment. Should an invoice be passed to Finance which has not had the order delivered, that invoice will be returned to the originating department for correction.

All invoices should have orders delivered, be authorised for payment and submitted to finance for processing, as soon as possible after receipt to facilitate the processing operation, they should not be held until cut-off dates. Coding dockets should be fully completed including the description field, if it is required.

Goods/services which have been paid for by way of credit card, subsidiary cheque, economic development account or capital account, require the order to be cleared down manually. This is done by way of Purchase Ordering/Normal Processing/Close Orders; input the order number and choose the appropriate option (usually 04).

Orders raised in error or which require cancelling will also be closed off using the method described above, but on these occasion using options 01, 02, or 03 as necessary.

