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3. Ordering supplies and services – Appendices (i)

All staff need to be aware that expenditure is committed when an order placed on behalf of the Organisation, not when the cheque is requested. Therefore, it is important that all orders are placed properly, and are within agreed budgets and delegated powers.

Budget holders can place orders for goods or services within their budgets areas, subject to cash-flow restraints. All orders of £1,000 or more must be authorised by the budget holder, except for specific expenditure such as assets where written procedures have been agreed. Under £1,000 the budget holder may delegate all ordering as appropriate. Budget holders will discuss with the Finance Department appropriate parameters.

Any lease, hire purchase agreements or other contract involving expenditure will be subject to the same authorisation procedure as above, with the appropriate expenditure amount being the total committed expenditure over the period of the contract, or where the contract is open-ended, over the first 12 months of the contract. Larger contracts should be not entered into without adequate advice from a relevant professional advisor (e.g. accountant, solicitor, surveyor)

All orders must be in writing, and a purchase order number and document raised, (sample attached). Suppliers must be requested to produce an invoice. If payment is needed on or before delivery or no credit given a 'pro forma' should be provided.

While claims for small items of expenditure may be made via petty cash , adequate supporting documentation. Large items requiring cash payment must be checked with Finance before the arrangement confirmed.