



Ordering Policy & Procedures

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“Schools have a duty to comply with the County council’s financial control standards. These require that money spent on behalf of the Governing Body is properly authorised and recorded to minimise the possibility of loss or fraud”

Schools Administration Handbook Autumn 2005

Best Value Performance Management Framework

The 4 ‘C’s

- **Challenging** – how and why a service is provided (including consideration of alternative providers)
- **Comparison** – of products, services and performance, including Benchmarking where appropriate
- **Consult** – Mechanisms to consult with interested parties which may include staff, parents and pupils
- **Competition** – embracing competition as a means of securing efficient and effective services

1. Hertfordshire Stores

Where possible it is recommended that schools consult the Hertfordshire Stores Catalogue before going to other suppliers (this fulfils the comparison ‘C’ as listed above)

2. Ordering from Procurement and Commissioning (Hertfordshire Stores)

Please see Section 7.3 of the School Financial Administration Handbook & FMS6 SIMS (and any revisions) User’s Manual (page 28 onwards – also for general ordering)

Purchases must only be made where the cost can be met from an approved budget. Commitments to purchase must be entered on the FMS6 system within 5 working days

Accurate completion of purchase and payment documents reduces the potential for delays in the payment of suppliers

Efficient processing of purchase and payment documents assists in the maintenance of accurate budget information. This enables those with responsibility for managing budgets to make better informed decisions regarding future expenditure.

Orders **MUST** be issued whenever goods or services are required. An official order should be raised on FMSD6 for items to be charged to the Delegated Budget. Telephoned, verbal or faxed orders should be confirmed in writing within **48 hours**. It is important always to indicate on the written copy that the order has been previously faxed or telephoned to avoid a duplicate order being placed in error.

Under English law contracts do not have to be formal, signed or written. Be very careful what you put in e-mail or even say over the telephone, you could be committing the school to a contract.

3. Centralised Ordering System

ALL orders will be placed and recorded through a centralised system operated from the School Admin Office (AA or FO)

- Item is sourced - 'Best Value' sought – up to 3 quotes – (depending upon amount – over £5000), but **always 2 quotes for items over £500** (please refer to Best Value Statement)
- Requisition Order is filled out and passed to Finance & Business Manager for authorisation, along with all evidence of 'Best Value' – All items to be detailed on Requisition Order
 - A Requisition Order must be completed prior to expenditure eg. sourcing an item from a high street store
 - The budget holder must know that the money is available prior to the sourcing of the item
 - Specific authorisation for internet orders **MUST** be sought prior to ordering – failure to do so could result in non-reimbursement – only debit card payments will be reimbursed
 - **NO** purchases are to be made with a personal credit card
- Once authorised, the Requisition Order is passed to (AA or FO) for processing – (Order is placed)
- Order is authorised and photocopied (once signed) as detailed below then faxed/posted to supplier
 - Original sent to supplier
 - Copy kept in central file
 - Copy sent to department who ordered goods
- Once goods are delivered – Delivery note should be stamped and checked against original order and signed off as correct – Delivery note should then be filed with the order in the central file (This maybe the responsibility of the department who ordered the goods – although the signed delivery note should be passed to the AA or FO to be filed)
- When the invoice is received this should be stamped and passed for payment authorisation to the Finance & Business Manager – before the invoice is passed for payment all checks (as per stamp) must have been made and signed off by the FO or FA.
- The invoice, once authorised for payment is then processed for payment within the weekly cheque run.

- The Cheque is raised, the Cheque Number and Date of Cheque are written on the invoice (as per stamp) and the invoice(s), cheque and cheque run slip are clipped together and passed through to the signatories.
- The person who has written the cheques **CANNOT** be a signatory on the cheque.
- Cheques over £5000 **MUST** have 3 signatures
- Cheques over £25000 **MUST** have authorisation from Area Office

Signed

Date: January 2010

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