

Policy / Procedure Details	Title:	Regulation for Purchasing, Goods Received and Invoice Processing
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PURCHASING OBJECTIVE

The overall objective of the purchasing procedure is to ensure:-

- That goods/services are appropriately authorised before purchase.
- The availability of authorised goods/services when they are needed by users.
- That these goods/services are purchased having regard to the Association's best value policy.
- That all purchases are made within expenditure control guidelines.
- That a sound basis is provided for the selection and subsequent payment of suppliers.

PURCHASE REQUISITION

Persons authorised to purchase goods and services shall do so only by means of the Purchase Requisition. The Purchase Requisition shall be completed showing the following details:

- Name and address of supplier
- Location to where goods/services are to be delivered.
- Descriptions of items requisitioned
- Quantity requisitioned where appropriate
- Actual cost where known and where not known estimated costs should be used.

Purchase Requisitions should be submitted to relevant Budget Holder/Head of Department as appropriate for approval (See Section Approval Limits). Persons approving Purchase Requisitions shall satisfy themselves as to the need for each item requisitioned before approval. When approved, the Purchase Requisition shall be submitted to the purchasing Officer.

No requisition for goods/services should be approved, or commitment entered into, for any item for which there is not financial provision in the authorised budget, without the prior approval of Finance Management.

Where the Association's credit card is being used to make purchases, this should be noted on the Purchase Requisition. When goods have been received the invoice should be signed and forwarded to the Purchasing Officer (HQ) to be matched with the Purchase Requisition.

Goods and Services of a recurring nature do not require a purchase requisition and these include:

- Service Contracts for Pest Control, Refuse Charges, service of Fire Equipment, Photocopiers, Heating Boilers etc...
- Heating Oil and Motor Diesel
- Telephone and Electricity charges.
- Transfer payments, e.g. Tax/PRSI, Pension, Union Dues, etc.
- Purchase on Account, e.g. Provisions, etc.

PURCHASE ORDER

Where required the Purchasing Officer (HQ) shall issue Purchase Orders for goods and services, on foot of receipt of approved Purchase Requisition, on behalf of the Association. All Purchase Orders and copies thereof shall bear a pre-printed identifying number and shall be numbered consecutively.

All Purchase Orders and copies thereof shall bear the following information.

- Name and Address of the Supplier to whom the Order is issued.
- Purchase Requisition Reference Number
- Address to which goods are to be delivered and invoice is to be sent.
- Description, quantity, nature and unit and total price of goods or services ordered.

GOODS/SERVICES RECEIVED

Persons receiving goods/services shall ensure that the goods received and works carried out are checked and are in accordance with the authorised Purchase Requisition where applicable and that they are satisfactory in relation to quality, compliance with specifications and good workmanship etc. Where appropriate, professional help should be availed of in this regard, which may involve the use of other Association staff , or professional advice from outside the Association.

The Budget Holder shall ensure verification of receipt of goods and services as they are supplied against the second copy (yellow) of the Purchase Requisition where applicable. This copy should then be signed as proof of this verification. The Supplier's Invoice, when received by the Purchasing Officer, shall be issued to the relevant Budget Holder for approval for payment.

The approved Supplier's Invoice, together with the signed second copy (yellow) Purchase Requisition where applicable, shall be returned to the Purchasing Officer for payment, in accordance with deadlines to be notified separately in respect of each monthly financial period.

INVOICE PROCESSING

The following documentation should be in place before Suppliers Invoices are processed for payment.

- Authorised Purchase Requisition, where applicable.
- Purchase Order where applicable
- Approved Supplier's Invoice
- Signed copy Purchase Requisition, verifying goods received, where applicable.

The Purchasing Officer shall verify all invoice details and compare with contract and tender prices where applicable and report discrepancies to Finance management.

APPROVAL LIMITS

The rank of officer authorised to approve the issue of Purchase Requisitions shall be:

- Where the value of the Purchase Requisition does not exceed €1,000.00, Budget Holder/Head of Department
- Where the value of the Purchase Requisition does not exceed €5,000.00, Area Manager / Senior Manager.
- Where the value of the Purchase Requisition does not exceed €25,000.00, Head of Operations / Head of Finance /Head of Human Resources.
- Where the value of the Purchase Requisition exceeds €25,000.00, Chief Executive Officer.

In respect of transfer payments, the value of which will generally be in excess of €25,000, it will be sufficient for the payment to be approved by Head of Finance.

CHEQUE SIGNATORIES

All cheques issued must be signed by two persons from the approved list of cheque signatories supplied to Bank of Ireland from time to time. Where the value of the cheque being issued exceeds €25,000, then the signature of the Chief Executive Officer is required.

MISAPPROPRIATION OF ASSETS

Each member of staff discovering or suspecting any of the following occurrences:-

- Any incident of actual or suspected fraud, theft or other misappropriation of the Association's Assets.
- Overpayments or irregular or unfounded payments.
- Underpayments of any significant nature.

shall inform their Head of Centre / Head of Department who shall immediately inform the Area Manager / Head of Department / Head of Finance / Chief Executive Officer, as appropriate.

A full report on the occurrence shall be submitted to the Head of Finance showing:

- Amount involved
- Reasons for occurrence
- Persons involved
- Action taken in particular case
- Action taken to prevent re-occurrence

In addition to the above report, the existing requirement for notification of losses to the Association's Insurers shall apply.

GENERAL

It shall be the responsibility of each Manager/Budget Holder to ensure where appropriate that all existing staff, together with new employees, are notified of their responsibilities within this Regulation and that this Regulation is strictly observed in the areas under their control.

DEPARTURES FROM THIS REGULATION

Departure from the terms of this Regulation shall only be made with prior written approval of the Chief Executive Officer on the recommendation of the Head of Finance.