**ORDERING/CHECKING/PAYMENT POLICY**

**1. THE PLACING OF ORDERS**

i. Orders are placed by budget holders (Head of Department) approved by the Head Teacher through the use of order. The order form contains the following information:

 Department/budget heading;

 Name of person (budget holder) placing order;

 Suppliers name, address, phone number and fax number.

 Description of goods to be ordered, supplier's stock codes, quantities and price;

ii. The form is passed to the Bursar who checks the department budget and signs to confirm there are sufficient funds. No order will normally be processed unless there are sufficient funds in the appropriate budget account. The Bursar will check that the order is not a duplication of a fax or telephone order - if it is then it will be clearly marked 'confirmation order'.

iii. The official order is returned to the budget holder for checking/signing before being passed to the Head teacher for authorisation and then dispatch.

iv. One copy of the official order is retained by the office staff and filed by budget heading for access by staff and auditors. N.B. The computer system automatically updates the stock inventory.

N.B.

 Official orders may be faxed for speed. They are otherwise posted.

 Staff are not to place orders via telephone, fax or otherwise without prior authorisation from the Bursar who will issue of an official order number. This will only be permitted in urgent cases or emergencies. Individuals must not use official orders to purchase goods and services for private use.

 Staff must not purchase goods/services by personal funds except in emergency/special cases, e.g. obtaining petrol on a field trip. Reimbursement is made to staff after VAT invoice/receipt is presented. Unauthorised personal funds will be reimbursed a petty cash voucher must be obtained from the bursar after the Head teacher’s authorisation.

 Book displays - please give your name and position to the representative. Take a copy of books ordered for your records. Always ask for a pre paid return label from the supplier.

 Cheques with order- if you need a cheque to be enclosed with your order please complete a cheque request form and hand in to the Bursar with your order.

 All official orders are securely retained when not in use.

**2. CHECKING THE GOODS**

i. Goods are checked by the ordering department/budget holder representative when delivered. The complete packaging is inspected (inside and outside) for a delivery note and invoice (if delivered with the goods).

ii. The delivery note is cross referenced with the goods supplied.

iii. The copy of the official order form is used to cross reference the goods supplied with the goods as originally ordered.

iv. If everything is satisfactory then the budget holder will authorise the invoice for payment (if not prepaid). N.B. Invoices are stamped with a box containing the following criteria - Dept./nominal budget, goods received, goods checked, invoice correct, please pay.

v. The invoice is then returned immediately to the Bursar.

vi. Discrepancies are also reported immediately to the Bursar.

**3. AUTHORISING/MAKING PAYMENT**

i. Before a payment is made the Bursar will check an invoice to ensure that it bears the School's official order number and that there is a valid supplier VAT registration number (if appropriate). If the invoice needs endorsement by the budget holder then the Bursar will keep a record of the invoices passed over to members of staff. The Bursar will follow up invoices that have not been endorsed and returned within 48 hours. This should avoid charges for late payment and extra work performed by the supplier.

ii. The office staff will mark all paid invoices 'Paid in full' and will record the respective cheque number/transaction number. The marked invoice will then be stored securely and cross-referenced to the official order number.

iii. If everything is in order the Head teacher/Bursar will authorise payment by cheque.

iv. All payments are double checked and signed by the Head teacher following the agreed school procedure.

v. There is normally one cheque run per week unless for efficient batch processing of invoices.

vi. Vouchers for each payment made are filed away for audit purposes.

N.B. The School will not make any payment on a photocopied invoice or a supplier's statement.

1. **RETURNING GOODS**

FAULTY GOODS

Any faults/discrepancies should be reported to the Bursar immediately who will then report it to the supplier and obtain instructions/official returns number/reference. Goods must never be returned to a supplier without a supplier's returns number/reference or otherwise the School is still responsible for the goods and therefore payment. A certificate of posting should be obtained or preferably the returned goods should be sent by recorded delivery. Returned goods should be insured against loss or damage if relevant.

INSPECTION COPIES

Accompanying paperwork will usually give the publisher's guidance on the procedure for returning the inspection material.

1. **CONCLUSION**

If this policy is fully implemented then the School can be satisfied that:

 Attempts have been made to obtain 'the best price' and 'value for money' - see page 1;

 Prices are reasonable for the specific contracts, goods or services;

 Prices accurately relate to any quotations or tenders;

 Prices have been correctly calculated;

 Prices have been correctly interpreted with respect to VAT (inclusive or exclusive) and postage and packaging;

 The goods or services ordered are appropriate and needed;

 there is adequate budgetary provision for the particular order;

 Suppliers are paid on time;

 The School does not incur further costs due to returned goods lost in transit or late payment.

**Tender Procedure**

Place advert in a reputable paper.

advert should contain brief details type of work involved and closing date for tenders

Produce a detailed schedule of work prior to advert being placed. Have it checked by several knowledgeable people who do this regularly.

When tenders are received, whittle down to 3 best applicants.

Invite for interview to discuss issues, price modification, value added etc.

Ask them to produce a detailed time table of work schedule and date of completion

Make sure to incorporate a plenary clause if job takes longer than +10% of elapsed time.

Send confirmation to successful candidate and receive starting date.

Payment details must be agreed in advance.

Materials should be supplied by school.

Quotations should be based on labour only.