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**TCF V.01 Purchase Order Policy**

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| **Review Date & Version #** | 5th November 2014 |
| **Owner**  | Nicky McDonald |
| **Reviewed by** | Robert Cumings |
| **Support/Co-review** | Sue Clements |
| **Date due for review**  | 31st November 2015 or earlier as required by change |

A **purchase order** (PO) is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Sending a PO to a supplier constitutes a legal offer to buy products or services.

As part of our revised governance process we will be implementing improved procedures to manage our external spend. With immediate effect any purchases will require a Purchase Order Number to be supplied by Finance before the ordering of any goods or services.

This is essential for us to manage our budget and ensure that the correct authorities are obtained.

**Procedure**

* Ask finance to obtain a quote for IT goods, anything else please obtain official quotes for goods or services yourselves.
* You should obtain 3 quotes for items over £200.
* All quotes for goods or services must be on official headed notepaper.
* Quotes should then be forwarded electronically to Finance so that the approval process can be followed and official Purchase Order raised. You should allow a minimum of 2 weeks between contact with Finance and the order being placed.
* Once approved the Purchase Order Number will be supplied and this must be quoted on the Invoice.
* Any invoice received without the Purchase Order Number will be passed back to the supplier marked unauthorised purchase and will not be paid.

Please note the following:

* £200 is a guideline and it is not appropriate to have multiple quotes for the same service to make up what are essentially the same goods or service. This is to include VAT.
* Finance will be monitoring all quotes and payments made to ensure that we all adhere to these processes and that they fit within your department’s budget.

This will be implemented from 18th November 2014.

Robert Cuming, CEO

Nicky McDonald, Finance Manager