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7.0 ORDERING

7.1 Rules and Procedures

7.1.1 Official orders are to be raised for all work, goods and services **other than**:-

- (i) utility services (i.e. rent and rates, water, sewerage charges, electricity, telephone calls etc);
- (ii) purchases out of petty cash under £20 in value;
- (iii) orders for goods or services which exceed a total value of £20,000, in accordance with LMS Contract Procedure Rule 6;
- (iv) TV licences, vehicle licences, other licences and subscriptions to professional associations etc. It is suggested, however, that an official order be issued for subscriptions to periodicals, including newspapers, on an annual or termly basis. This approach enables the spending commitment to be recorded and the copy order provides a means of checking the monthly, weekly or termly receipt of the publication and assists in checking the invoice (by recording the invoice details on the copy order) so as to avoid over or duplicate payments. Similar considerations apply to regularly recurring food orders and services e.g. milk and window cleaning. It is suggested that a termly order is issued for these items; and
- (v) purchases made by means of a Company Barclaycard Purchasing Card under the scheme organised by the Corporate Director – Strategic Resources (see paragraph 7.4 below).

The Corporate Director – Strategic Resources may, from time to time, specify other items for which no order is required. Headteachers are asked to contact Veritau, the Internal Audit Service if they wish to request an extension of this discretion.

7.1.2 No order should be raised which will take expenditure over the budget currently approved by the Governing Body, allowing for both sums already paid and commitments entered into but not yet paid.

7.1.3 All orders must be prepared on official County Council order forms. A standard order pad has been issued to all establishments which allows orders to be placed with any supplier, including YPO. There are detailed guidance notes on the inside cover of the order book.

7.1.4 All orders issued from a school should be signed clearly, in manuscript only, by the Headteacher, or other member of staff as approved by the Governing Body in the school's Budget Management Policy or Scheme of Delegation, who shall be responsible for all orders issued by the school. It is suggested that the authority to sign orders should be restricted to either the Head alone or to a very limited number of senior staff. More detailed advice on the separation of duties is set out in Section 8.1.2. A list of those members of staff authorised to sign orders should be retained in the school for audit purposes.

7.1.5 All orders should be despatched via the school office who must:-

- (i) ensure that each order is completed correctly (i.e. all mandatory items are completed);
- (ii) retain a copy of each order for subsequent checking purposes on an Unpaid Orders file in order number sequence; and
- (iii) enter the commitment in the school's financial system.

7.1.6 The number of order books in use should be kept to an absolute minimum and each order book should be stored in a secure manner with access restricted to staff who are authorised to prepare orders. The school administrator must maintain a record of all order books in the school including those issued to staff.

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- 7.1.7 **Oral orders** should only be placed in exceptional and urgent cases. An official order number must be quoted and the order must be confirmed and despatched, immediately, using the appropriate order form and clearly marked "For Confirmation".
- 7.1.8 Orders may be transmitted by **fax** provided that the supplier is also provided with a copy of the terms and conditions which are printed on the reverse of the official order.
- 7.1.9 **Some suppliers require payment with order.** Every effort should be made to find another supplier provided that such an alternative source of supply would not be more expensive. Generally, the policy of the County Council is **not** to pay in advance for goods or services but in certain circumstances this may be unavoidable.
- 7.1.10 If an order involving VAT rated items is to be paid in advance, it is essential that a VAT invoice is obtained before payment is made, otherwise the VAT cannot be reclaimed. Similarly, if payment is being made at the point of sale by cash or cheque, a VAT receipt must be obtained. Further information can be found in Chapter 16: VAT.
- 7.1.11 **Individuals must not use official order forms and/or County Council contracts to obtain goods and services for their own private use or for the use of any other organisation. Furthermore, staff should not be allowed to purchase any goods obtained initially for official purposes other than as items offered for sale in accordance with the procedure for the sale of obsolete or surplus equipment.**
- 7.1.12 Copy orders, delivery notes etc. should be retained for a minimum period of six years.

7.2 Completion of Orders: Details to be included on all orders

- 7.2.1 Each order should describe the purchase in the fullest possible detail, including any reference numbers used in the supplier catalogue and details of the choice made on matters such as colour or size, where a choice is available. **DO NOT FORGET TO WRITE THE SCHOOL NAME AND THE DfE NUMBER ON THE ORDER IN THE SPACES PROVIDED.**

Orders for books should quote the full catalogue or 10 digit ISBN number and the title/description of the book/name of the author.

Various additional details need to be inserted on orders placed to YPO. (Please see Paragraph 7.3 for detailed requirements.)

- 7.2.2 There should be few, if any, circumstances where an order is placed without prior knowledge of the price to be paid. Details of the anticipated price should always be written on the order.
- 7.2.3 The order should clearly specify the required delivery location and details, where necessary, of the permitted times of delivery. If delivery is required by a specific date this should also be entered clearly on the order. In most cases the timing of the placing of an order should enable the delivery to be made according to the normal delivery pattern of the supplier. Any orders requiring delivery in a different timescale should only be placed after prior consultation with the supplier.
- 7.2.4 Great care should be taken completing the "Quantity" column. Certain goods may be supplied in pack sizes (the supplier's catalogue will indicate this) and it is a common mistake to enter, say, 12 here as the **number required** when in fact the item is sold in packs of one dozen. The supplier then delivers 144 in total and charges may be imposed for the collection of the incorrectly ordered and unwanted goods.
- 7.2.5 It is important to state clearly on the order any **contract (and contract number)** to which the order relates otherwise discounts and special terms may be lost.
- 7.2.6 Any specific or special contractual terms should also be quoted on the order such as "guarantee period" or any other enhancements negotiated over and above the general terms of supply offered by the contractor. It is important that such evidence is available to support any claims or disputes at a later stage.

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7.3 **Additional Details to be completed when ordering from YPO**

7.3.1 Certain information should be entered depending upon whether it is MANDATORY or OPTIONAL.

7.3.2 The following are **MANDATORY**:

(a) **Premises Code:**

This will already have been supplied to the school but, if not known, please contact Business Support on ext. 2744 or YPO direct.

The Premises Code represents your delivery address in the YPO computer.

Deliveries to Split Sites

Generally YPO will deliver to the main entrance of any establishment. However, if delivery is required to some other isolated building or the goods are addressed specifically to a particular department, a separate Premises Code can be arranged with YPO and should then be inserted.

(b) **Delivery Name and Address:** This should always be quoted in addition to the Premises Code.

7.3.3 The following are **OPTIONAL**:

(c) **Delivery required By:**

This should be the latest date acceptable for delivery of the goods or “ASAP” (as soon as possible), or “URGENT” etc. as appropriate.

(d) **Expenditure Code:**

If completed, this will appear on all documentation from YPO (i.e. delivery notes and invoices/remittance notes) and, thereby, will assist school staff with the charging of the invoice to the correct subjective code. Although space is provided for a 10 digit code to be inserted, establishments may prefer only to enter their four digit **subjective code**.

(h) **RS Block:**

Where separate parcelling is required i.e. for departments within a school, this can be arranged by either obtaining additional Premises Codes or inserting “4” in the RS block on the order. The use of the RS block ensures separate packaging for a particular order. However, the parcels will still be addressed and delivered according to the Premises Code inserted on the order.

(i) **Description/Commitment Number/Ref:**

Any narrative inserted in this field will be quoted on the Delivery and Remittance Notes.

This field may be useful for inserting a school reference (i.e. name of teacher/order department) which will then assist the sorting and distribution of goods and paperwork to the responsible officer.

7.3.4 In summary:

(a) The following entries must be made on all YPO orders:

- Order Number
- Premises Code
- Name and address of establishment

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- Catalogue No. (is appropriate) and description of goods
- Quantity Required
- Price
- Authorisation

(b) The following entries may be made if desired and/or in particular circumstances:-

- Expenditure Code
- Delivery Required By
- RS Block
- Description/Commitment Reference

7.3.5 Schools have been requested by YPO to use separate orders for books, general stock (i.e. catalogue) items and non-stock items.