



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

**ORDERING, CERTIFICATION AND PAYMENT OF GOODS & SERVICES AUTHORISED
PROCEDURES**

Ordering, Certification and Payment of Goods and Services, Authorised Procedures

Review Cycle: Annual (and to account for changing internal and external factors)

**Reason for change: v2.0 Amendment to WDC new supplier and invoicing procedures
V3.0 and V4.0 Implementation of new Procurement Policy. WDC ICT team no longer procure on behalf of VJB. Option to use Blanket Purchase Orders**

Version	Author	Approved	Date
22/12/06	D Thomson	Joint Board	December 2006
As above – amended Jan 2014	D Thomson	MTM (Appendix 5 only)	January 2015
V2.0 December 2015	D Thomson	MTM	9 December 2015
V3.0d July 2017	D Thomson	Circulated to Secretaries for comment	
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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

ORDERING, CERTIFICATION AND PAYMENT OF GOODS & SERVICES AUTHORISED PROCEDURES

The following procedures will apply to all instances of ordering, certification and payment of goods and services on behalf of the Joint Board, except where ordering through on-line procurement systems. The procedures to be adopted in such cases are contained in The Joint Board's "Supplementary Procedures for Electronic Procurement Systems".

Although these procedures regulate the process for ordering goods and services, the process of identifying the relevant suppliers, services or goods should be completed in accordance with the Joint Board's Procurement Policies. **Guidance should be sought from the Assessor or Depute Assessor on the appropriate procurement route to be adopted.**

1.0 Placing Orders

1.1 Approval of Order in Principle

Any members of staff who identify the need for an order (other than the normal routine purchase of stationery items etc.) should in the first instance inform their immediate supervisor (Divisional Assessor or Admin. Officer/Clerical Supervisor), who in turn should obtain approval in principle from the Assessor, Depute Assessor or Principal Admin Officer.

Requests for routine purchases should be made directly to the Secretary.

1.2 Processing of Order

1.2.1 Once approval has been obtained, any member of staff with responsibility for ordering goods or services should (if the cost is not known) arrange for a written quotation of the cost from the supplier. Where the procurement process has identified a price, this stage is not required.

1.2.2 Where a supplier is being used for the first time, or where the supplier has not been added to West Dunbartonshire Council's financial systems, a Supplier Request Procedure has been implemented and should be followed prior to submitting any order – See Appendix 7.

1.2.3 Once the cost is known and appropriate approval obtained, the Secretary in the appropriate office should create a Purchase Order, to include the following details, and place it with the supplier:

- a) an adequate description and quantity of the goods or services being ordered.
- b) the agreed price and terms, with expected total value of order noted – but also see 1.4 below.

- c) accurate delivery address(es).
- d) if the invoice is to be sent to a different address from the goods delivery address, this must be specified on the Order, along with a request for the delivery address to be noted on the invoice.
- e) an instruction that the supplier must note the official VJB Order No. on all documentation, and
- f) ensure that the Purchase Order is authorised by the Assessor, Depute Assessor, Principal Admin Officer, Admin Manager or Divisional Assessor (see 3.2.a) below) and stamped with the official stamp.

1.2.4 For purchases made over the internet (Not using the procedures referred to in the "Supplementary Procedures for Electronic Procurement Systems"), which should be paid with the VJB bank card, a screen print of the order should be retained by the Secretary and a standard Purchase Order attached (even although not required by supplier). Both of these should initially be filed in the 'Orders' file, to await receipt of the bank statement detailing the item in question.

1.2.5 Any telephone orders must be followed up with a formal paper order.

1.3 Requests for Provision of Account No/Cost Centre Code at Ordering Stage

On occasions when an Account Number and Cost Centre Code are required at the order stage, these can be obtained from the Detailed Budget Breakdown papers prepared annually, from the codes used in the monthly Budgetary Control Reports, or by consulting with the Depute Assessor, the Principal Admin Officer, or the Admin Manager.

1.4 Orders for Which Cost is Unknown

In some situations, when the cost is not known at the time of ordering, it will be acceptable to omit cost, but this should only be the adopted practice as infrequently as possible. An estimated amount should be used where possible.

For large orders which may have an unknown or a variable total cost and/or where there may be a series of invoices relating to the one order, the use of a Blanket Purchase Order (BPO) may be appropriate. Approval should be received from the Assessor or Depute Assessor prior to implementing BPOs.

Guidance Notes on the use of the We-Buy system for the creation and maintenance of BPOs has been prepared by WDC and is attached at Appendix 8 for information. The resultant procedures for invoicing, which vary from those described below, are also contained in that Guidance Note.

2.0 Purchase Order Forms

Except when using BPOs (see above), the form provided at Appendix 2 is to be used for all orders. These are generated by the Ordering Database (see section 3.0 below) which generates the next consecutive order number automatically.

3.0 Use of Access Database for Purchase Orders

3.1 General

All orders will be listed on the Access database which has been devised for the logging of all purchases and should be checked for the consecutive numbering of the next order. Appendix 3 provides an instruction on the use of the database.

3.2 Completion of Purchase Order Forms

When completing a Purchase Order form, the following procedures should be followed:

- a) the form must be authorised and dated by one of the nominated authorised signatories i.e. Assessor, Depute Assessor, Principal Admin. Officer, Admin Manager or Divisional Assessor.
- b) After issue to a supplier, a copy of each Purchase Order should be retained in a pending folder by the Secretary.
- c) It should be noted that in accordance with the Standing Orders of the Board, all purchases over £50,000 must be subject to formal tender procedures. Further, except for the procurement of 'print and mail' services for the annual electoral canvass, the Financial Regulations limit officers' authority to incur expenditure to a limit of £50,000. In any such case the Assessor must be informed before an order is placed.
- d) Where it is not practical to insert all the information required on to the standard Purchase Order, and it is necessary to issue a covering letter with full details of the purchase, the heading of the letter should clearly state the appropriate Purchase Order number, and an accompanying stamped Purchase Order pre-printed with that same order number and referring to the letter and its contents should be attached to the letter. A copy of all issued documents should be retained and filed.

4.0 Good/Services Received

Goods Received and any Delivery Note should both be checked against the Purchase Order. Description, quantity and acceptability of the goods should all be checked before signing the Delivery Note. All services received should also be quality checked.

The Delivery Note should be matched/'married' to the Purchase Order and retained for checking of Invoices.

5.0 Invoices for Goods/Services Received

5.1 Checking of Invoice

Once an invoice is received from an external body, the Secretary or another authorised member of staff will:-

- a) ensure that the goods/services have been received before starting the payment process.
- b) stamp the original invoice(s) with a standard grid (see Appendix 4) and add the cost code. The invoice should be checked against the Delivery Note(s) and copy Purchase Order(s) and a copy of the invoice should be married to these documents. The original invoice should be passed to WDC Finance for payment attached to a batch header (see below).
- c) Where a number of purchases are due for payment at the same time, the relevant invoices can be batched and the total expenditure incurred marked on a batch header slip (see Appendix 5).
- d) The grid and the batch header slip accompanying the invoice(s) should both be initialled and dated by an authorised person.
- e) A copy of these papers should be filed in the invoices folder.

6.0 Passing of Invoices for Payment

The original papers referred to at 5.1 should then be passed for payment to WDC Finance Department.

For items which have been purchased with the bank card, once the statement is received, the relevant amounts should be checked by the Secretary, to ensure that the debits in the Financial Ledger and Reporting system(s) (Agresso) are accurate.

7.0 Discrepancies Between Items Delivered/Invoiced and Initial Order

In situations where a discrepancy occurs between the purchase details or cost on the invoice and the details/cost shown on the Delivery Note or Purchase Order, the Secretary or another authorised member of staff should raise the matter with the supplier, and either have the discrepancy corrected, or ascertain the reason for the discrepancy. If the reason is acceptable, an authorised signatory (see 3.2.a above) may approve the alteration, and payment can proceed as above.

If the reason appears to be unacceptable, the matter should be referred to the Assessor or Depute Assessor to investigate.

8.0 Tendered Purchases

Where a purchase is made after a tender process has been completed, it will still be necessary for a Purchase Order to be completed. All other procedures should follow as above.

9.0 Emergency Orders

Where an emergency arises, e.g. damage to the buildings, intruder alarm problems etc, and it is necessary to arrange remedial action quickly, by phone, fax or e-mail, a follow-up Purchase Order should still be completed and issued, with details of the order clearly noted.

10.0 Procedures in the Case of Excepted Payments

Appendix 6 lists a number of items for which a service is received and payment is routinely made without the normal procedures being followed, due to their nature, e.g. subscriptions renewable annually, repetitive orders etc.

Exception from official Purchase Orders is appropriate for:

- a) Public Utilities supplied to the offices of the Board and methods of payment are as follows:-
 - Electricity (invoices are submitted to West Dunbartonshire Council's Finance Department for payment – separate checks are in place)
 - Gas (invoices are submitted to West Dunbartonshire Council's Finance Department for payment).
 - Water Supply/Drainage (payment arrangements are made through West Dunbartonshire Council with end-of year adjustments).
- b) Periodical payments/subscription renewals/updates of books/payment of newspapers etc. are made in accordance with the normal invoicing arrangements detailed at 4.0 above, but without the repeated issue of Purchase Orders and with the Order section in the invoice grid stamp marked 'Not Applicable' (N/A).
- c) Petty cash purchases in both offices are operated in accordance with the imprest account procedures, which are conducted by the Secretary in each office, subject to authorisation as at 1.1 above.

10.1 Additional Excepted Transactions

In addition to the excepted purchases referred to above, the VJB Treasurer is recognised as having authorisation on behalf of the VJB to instruct and authorise payment for the advertising of accounts completion etc. on behalf of the VJB.

10.2 Valuation Appeal Panel Expenditure

All expenditure by Appeals Panels/Committees and their relevant (Assistant) Secretaries are paid directly under the control and authority of the Treasurer, rather than the Assessor. This policy does not, therefore, cover any such expenditure, though the Treasurer may ask the Assessor to confirm factual information and the general reasonableness of claims submitted.