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| Purchasing Policy 2020 |

# Document version control

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**Purpose**

The Educ8 Group process is to follow a procedure that allows us to track incoming goods and to raise a purchase order against these. We are aiming to be more environmentally friendly by purchasing recycling products and purchasing goods that will benefit the environment and its people where appliable. Below, you can see the actions taken in more detail.

**Goods inward procedure**

The Group ensures that the goods they receive will be checked for visual damage on every delivery that they have. Upon receiving goods, the delivery note will be checked for content and accuracy. If the delivery note accurately describes the goods delivered, then the note will be signed by the recipient to indicate the order is correct. Delivery documentation is passed to finance department. If no delivery note is provided, the date of the delivery may, depending on the goods received, be written on the purchase order and initialled to indicate receipt. If the delivery note does not accurately describe the goods received, then the note will be endorsed accordingly and the supplier informed. Prior to payment, invoices are checked against the details on the purchase and delivery documentation to ensure details are correct. If any discrepancies are found on the invoice then the matter is raised with the staff member who requested the order.

**Purchase orders**

All orders of any value must be authorised by the Head of Department prior to an order being made. Purchase orders will be allocated sequential numbers and must be filed in relevant order. A purchase order number must be given to the supplier and quoted on all documentation, specifically invoices. If an authorised purchase order number is not supplied, the invoice will be returned to the member of staff requesting the order to resolve. The first copy of the purchase order can be sent to the supplier or kept for your records. The second copy should be passed to finance and stored in the purchase order file.

**Incomplete orders**

When goods are received and insufficient quantities match the purchase order form have been delivered, a note to that effect will be made on the purchase order form. If appropriate, the supplier is notified that the delivery was incomplete. Upon receipt of subsequent deliveries, the purchase order form is endorsed with receipt and action taken.

**Reject Suppliers**

When goods are received which do not meet the order/ specification requirements or are found to be faulty, they will then be segregated until action has been agreed with the supplier. A note to that effect will be made on the purchase order form.

**Environmentally friendly**

The Group considers purchasing recycled products such as paper and stationary to reduce the amount of energy being produced from raw materials. The cost of making a product from raw materials is also much higher than those from a recycled product. The Groups aims are to increase environmental awareness, use recycled products were possible, recycle and reuse when possible.

The accounting team are aware of supporting environmentally friendly products but this is also balanced with budget spend and affordability.