

Trowbridge Town Council

Working with the Community

Purchasing Procedure

1. INTRODUCTION

To ensure that Trowbridge Town Council maintains accurate records of all high value items purchased, it is a requirement that a purchase order requisition must be raised for all items of £1,000 or above (net VAT) (see Appendix I).

A number of items are currently excluded from this procedure:

- Rent / Rates / Insurances
- Water / Gas / Electricity / Phones
- Bar Food and Drinks

2. THE PROCEDURE

2.1 A purchase order requisition must be completed and should provide the following:

- a) Supplier details - including name and address
- b) Delivery address
- c) Details of the product/service required
- d) Details of the price
- e) Cost Centre and Account Code
- f) OMT Manager signature
- g) Town Clerk signature of authorisation

Requisitions can be found at P:\PUBLIC\Forms\Finance forms and employees are encouraged to complete them electronically. Completed requisitions should be forwarded to the Finance Department ("Finance").

2.2 Finance will enter the requisition details into Omega and generate a Purchase Order. A purchase order number will be recorded on the requisition which will be returned to the Originator/Manager.

2.3 A copy of the purchase order will be sent to the supplier or, if requested, the copy will be sent directly to the supplier by Finance.

2.4 On receipt of the goods/services and invoice the requisition originator/manager will complete the received box as goods received, attach the invoice and return to Finance.

2.5 When corresponding goods/services and invoices are received Finance will arrange for payment to be made. The requisition/purchase order and invoice will be filed together in Finance.

2.6 If goods and services are not received satisfactorily the originators/managers should advise Finance at the earliest opportunity.

APPENDICES

Appendix I Purchase Order Requisition

Lance Allan – Town Clerk & Proper Officer

Signed :.....

Date:.....

This procedure is effective from 5th September 2017 and will be reviewed and updated on a four yearly basis, or more frequently if the size and nature of the Council changes.



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PURCHASE ORDER REQUISITION

Supplier Name	
Address	
Contact Name	Tel:
Invoice To: Trowbridge Town Council Civic Centre St Stephen's Place Trowbridge Wiltshire BA14 8AH	Delivery Address if Different:

Order Number: _____

A/C No.	COST CENTRE	ITEM CODE & DESCRIPTION	QTY	UNIT PRICE	VALUE (ex.VAT)	Rec.
Sub Total						
P&P					NIL	
TOTAL						

Requisitioned by: _____

Date: _____

Authorised by: _____

Date: _____

RECEIVED COMMENT (if applicable):

FINANCE USE ONLY

Cheque Number:		Approved:	Town Clerk / Head of Human Resources
Comments:			