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Section 6 Purchasing

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Section 4.3 Financial Policies and Procedures

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Finance Manual

6 Purchasing

6.1 Purchase Orders

An authorised purchase order shall be raised to cover all internally planned purchases that are ordered either on account or for delivery.

As a rule a multi part Purchase Order form shall be used to enable internal control of the process. Each part enables the individual processes of a purchase ~~pl/148 0 TD-031235042823 TD 0024 9TJ-27003-6 (part)~~



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Finance Manual

All unusual invoices with a value in excess of £1,000 shall be authorised by a member of the Senior Management Team. All invoices in excess of £19,999 shall be authorised by the Finance Committee. It is the responsibility of the Finance Manager to determine whether an Invoice is normal or unusual. A member of the SMT shall not authorise an invoice for an item / service that they themselves will use. The exception to this rule shall be when only one member of SMT is present. All invoices signed under these circumstances shall be countersigned by another member of SMT at the earliest convenience.

Payment processing shall be authorised only