



KEWSTOKE PARISH COUNCIL

“Here to protect the Rural Character and Environment of the Village and to promote Kewstoke as a pleasant place to live”

Purchase Ordering Procedures

KPCP9991

The following procedures relate to Orders, Goods and Services Policy found in the Councils Financial Regulations Section 10.

Wherever possible a Purchase Order should be raised in respect of any goods or Services to be procured.

The orders can be generated by the Parish Clerk or a nominated back up in their absence.

Notification requesting a PO should be to the Clerk made by e-mail including the following information

Supplier

Suppliers address

Details of Goods and or services to be procured.

Individual line Values Exc Vat

Total Value of order

Delivery Address.

The correct authorisation procedure is required to be followed as per Policy Reference KP001.

In certain instances a PO Number is required urgently; this can be obtained by phoning the Parish Clerk or a nominated person in his absence.

An e-mail detailing all the above information will still also be required to confirm the order. ‘

This does not preclude the purchase of Goods and services by Councilors using other means, if appropriate, such as personal Credit Card for internet purchases ect. The value then being reimbursed by the presentation of an invoice.

In order that the Parish Council can claim back any VAT due, Councilors must ensure all invoices are made out to Kestoke Parish Council. I.e. Cllr A.N.Other C/O Kewstoke Parish Council.

Any invoice received will be matched against the PO, if it matches or is with a tolerance of 5% the the invoice will be processed for payment. Differences in total order value exceeding 5% will be referred back the originator of the Order for verification.

It is the responsibility of the Order Originator to notify the Clerk immediately again by, e-mail wherever possible, if the goods or services were not provided to an acceptable standard. Processing of the payment will then be held.

Invoices matched to orders within the agreed tolerance will be processed for payment at the next available Parish Council meeting and following the correct authorization process as set out in the Councils Financial Regulations Sections 5 &6.

Adopted 1/7/2019