

## **18. ORDERS FOR WORKS, GOODS AND SERVICES**

### **18.1 INTRODUCTION**

This Section should be read in conjunction with Financial Regulation 16 - "Contract Arrangements", and Appendix 1 and Appendix 2, Contract Arrangements and Chief Officers Delegated Authority respectively.

Anything authorised or required to be done under this Financial Regulation 18 may be so done electronically by use of an e-procurement system approved by the Head of Finance for that purpose. The PECOS system is currently so approved.

### **18.2 RESPONSIBILITY FOR ORDERS**

Each Chief Officer shall be responsible for all orders issued by their department, and in particular shall:

- Ensure all orders are in an approved form (see section 18.4);
- Appoint nominated officer(s) to authorise orders, and maintain a list of such officers together with the information detailed in section 18.6 below;
- Ensure that costs are allocated to appropriate budget heads and covered within approved estimates; and
- Fully observe all other instructions given by the Head of Finance.

### **18.3 PURCHASE OF SECOND HAND GOODS FROM MEMBERS OF STAFF**

The purchase of second hand goods by the Council from members of staff is prohibited.

### **18.4 FORM OF OFFICIAL ORDERS**

All orders shall be issued in a form approved by the Head of Finance. All orders issued via the Integra Purchase Ordering System or PECOS e-procurement system shall be raised only by officers authorised by the appropriate Chief Officer. All other orders shall be signed only by officers authorised by the appropriate Chief Officer. Orders issued via the Integra Purchase Ordering System or PECOS e-procurement system shall be raised in accordance with the instructions contained in the user operations manuals available from the office of the Head of Finance.

### **18.5 ACCEPTABLE USE OF OFFICIAL ORDERS**

It is important to note that official orders must only be used for purchases directly attributable to the Council and must not be used for private purchases made on behalf of individual employees. Further, employees should not be permitted to purchase goods which form part of operational stock within the Council.

However, it is acceptable for employees to purchase goods or services through the Council as part of an official employee benefits package.

### **18.6 AUTHORISED OFFICERS**

Chief Officers shall ensure that a register of officers authorised to raise and/or sign official orders is maintained within their department and that this is in accordance with the department's Scheme of Delegation. The register must be reviewed annually and must be made available for inspection by Internal and External Audit staff at all times.

This register will contain the following:

- The employee's name
- The designation of the employee

- The authorisation level of the signatory (financial threshold)
- A sample of the authorised signatory's initials
- A specimen signature

The financial threshold of each signatory should be reviewed and agreed by the relevant Chief Officer, in consultation with the Head of Finance as necessary, to ascertain reasonableness and consistency. The financial threshold should reflect the status, and not the accessibility of the officer.

The register must be kept up to date and therefore any additions, deletions and other changes to the register must be actioned timeously.

### **18.7 PROCEDURES FOR ISSUE OF ORDERS**

An official order shall be issued for all work, goods or services to be supplied to the Council with the exception of the following:

- supplies of public utility services (excepting those relating to installation, alteration or repair);
- periodical payments such as rent and rates;
- petty cash payments / reimbursements; and
- such other exceptions as the Head of Finance may approve.

### **18.8 USE OF CORPORATE CREDIT CARD TO RAISE ORDERS**

It is recognised that in some circumstances, departments may wish to apply to use the corporate credit card to order goods or services as this is the only payment method accepted by the service provider. Details regarding the use of the corporate credit card are contained at Financial Regulation [19.11](#).

**For clarification or any queries in respect of this section please contact  
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