



## Document Control

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**1.0 POLICY:**

Sunbeam House Services (SHS) credit purchases policy is written with regard to setting out the best practice in dealing with company's credit purchases.

**2.0 SCOPE:**

This Policy applies to all staff employed by Sunbeam House Services , Its Board and Agents.

**3.0 ROLES & RESPONSIBILITIES:**

All staff working in SHS are responsible for complying with this policy. It is the responsibility of the Senior Management Team to ensure that this policy is enforced.

**4.0 General Purpose:**

To ensure that all credit purchase transactions entered into on behalf of the company are appropriate, recorded correctly, and the related payment is made promptly.

**5.0 Entering Credit Transactions:**

- a. Transactions should only be entered into with approved suppliers and within the specified credit authority limits of the staff involved (see section 6 below).
- b. A new credit/creditor account can only be opened with written approval in advance from the General Manager / Managing Director or the Accountant.
- c. The Purchase Ordering (PO) procedure must be observed for all appropriate transactions.
- d. All accounts with suppliers must be maintained in the name 'Sunbeam House Services'. All invoices and statements must be addressed to Sunbeam House Services, Cedar Estate, Killarney Road, Bray, Co. Wicklow
- e. Only one Sunbeam account can be maintained with a supplier.
- f. Staff cannot order goods/services for any individual/organisation/entity other than SHS when using an SHS credit account, except with the written approval in advance of the General Manager/Managing Director.

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## **6.0 Credit Authority Limits**

- a. A Client Services Manager can approve expenditure up to a limit of €750. Any transaction (or series of transactions) which exceed €750 in value must be approved in writing in advance by the relevant Senior Services Manager.
- b. Any transaction (or series of transactions) which exceed €3,000 in value must be approved in advance in writing by the General Manager / Managing Director. Three quotations must be obtained.

## **7.0 Recording and Controlling Transactions**

The correct procedure must be used for all credit transactions, including:-

- a. For purchases of goods/supplies over €3,000, three quotations must be sought.
- b. A purchase order must be completed in writing and the purchase order documentation/ number given to the supplier.
- c. The invoice, when received at the location, must be matched with the appropriate order documentation, signed and returned to the Accounts Department within one week.
- d. The procedure regarding 'disputed invoices' (see section 10 below) must be followed.
- e. Creditor statement received in a location other than the Accounts Department must be forwarded to the Accounts Department immediately.
- f. Client Services Managers and Senior Services Managers must approve, sign and return invoices to the Accounts Department in a prompt manner so as to facilitate payment in accordance with the policy of Sunbeam House Services.
- g. Both the Client Services Manager and Senior Services Manager must sign all documentation as appropriate.
- h. Where the Client Services Manager and the Senior Services Manager are on extended leave, then the next more senior member of staff must take responsibility for processing documentation.

## **8.0 General Notes**

- a. All appropriate information such as quotations, purchase orders, delivery dockets, contracts, statements, invoices and Capital Approval Forms, must be passed to the Accounts Department within the specified time limits.
- b. It is the policy of Sunbeam House Services to pay all non-disputed within 60 days.
- c. It is the responsibility of all staff to ensure that this policy is complied with in all instances.

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- d. It is the responsibility of the Client Services Manager to inform staff of the policy and control all transactions carried out by the staff in their location.

### **9.0 Purchase Order System**

A Purchase Order (“PO”) must be drawn up before or at the time every order is placed. It **must** show:-

- Ordering Unit and delivery address (may be pre-printed)
- Name of person placing the order
- Date
- Supplier
- Description and price
- Client Services Manager signature

Part 1 of the PO must be given to the supplier if they so request, otherwise the supplier must be given the PO number.

Part 2 of the PO must be matched to the delivery docket and invoice, and signed off by the Client Services Manager. Each invoice, together with the supporting document attached to it, must be sent to the accounts department within 1 week of receipt of the invoice at the location.

Part 3 of the PO must be retained in the book for future reference.

An order over:-

- €750 must be approved in advance in writing by the Senior Services Manager (via the Client Services Manager).
- €3,000 must be approved in advance in writing by the General Manager (via the Client Services Manager and Senior Services Manager).

### **10.0 Disputed Invoices**

These must be clearly marked and sent to the accounts department within 1 week of receipt of the invoice at the location

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**11.0 Validity of PO Number.**

Only current valid PO Number can be used.

PO Numbers cannot be “Re-Used” for more than one transaction. Old / Expired PO Number must not be used.

**12.0 Procurement Policy for contracts.**

€50,000 or more	Formal tender process required.
€211,000 or more	EU Procurement Directives apply