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PURCHASING POLICY

ADOPTED 01 OCTOBER 2022

Purchasing Policy

This policy is set to ensure that the proper levels of authority are obtained when items are purchased. It also aims to give the Responsible Financial Officer (RFO) a greater control over spending and more visibility of committed costs.

Purchase Orders

Ryde Town Council will be introducing the use of Purchase Orders for all expenditure over £100 as of 1st October 2022.

The process for this is as follows:

- Officers complete a “Request to Purchase (RTP)” and obtains approval in line with the set Limits of Authority
- RTP is sent to accounts@rydetowncouncil.gov.uk where approvals are checked, and a Purchase Order will be raised
- Purchase Order is then emailed to the officer to pass onto the supplier
- The finance team will then log the Purchase Order and track the progress of the order (goods received, invoice received, invoice paid)
- Officers will inform the finance team when goods/services are received/complete

A bi-weekly report of outstanding Purchase Orders will be sent to the relevant officers whereby an update as to whether the order is still active will be required.

The purchasing policy does not apply to reoccurring costs such as utilities, subscriptions and IT support.