



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

**ORDERING, CERTIFICATION AND PAYMENT OF GOODS & SERVICES AUTHORISED
PROCEDURES**

Ordering, Certification and Payment of Goods and Services, Authorised Procedures**Review Cycle: Annual (and to account for changing internal and external factors)****Reason for change: 6.0 Various changes in process, including digitisation, and miscellaneous updates**

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DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

ORDERING, CERTIFICATION AND PAYMENT OF GOODS & SERVICES AUTHORISED PROCEDURES

General Introduction

Users of these procedures should familiarise themselves with the Joint Boards Standing Orders, as they apply to procurement (section 16), and Financial Regulations (see [N:\Business Support\VJB\Standing Orders Fin Regs and Delegation](#)).

The following key extracts are provided below:-

Fin Regs C.1 - No expenditure shall be incurred unless included in the annual estimates or covered by a supplementary estimate approved by the Board.

Fin Regs C.4 - No capital work outwith the Capital Programme, (unless agreed by the Assessor as relatively minor and of an urgent nature), and no major revenue project (even although included in the annual estimates) shall be commenced unless it has been the subject of a report to the Board by the Assessor.

Fin Regs C.5 - Except for the procurement of 'print and mail' services for the annual electoral canvass, for which delegated authority is granted to the AERO, no expenditure on the purchase of equipment or services of a value in excess of £50,000 for each proposal will be made without the prior consent of the Board even although provision has been made in the Capital Programme or Annual Revenue Estimates.

Fin Regs P.3.3 - No procurement activity will commence for procurement valued at £50,000 and above unless and until a commodity / contract strategy, in a format approved and signed by the WDC Procurement Manager, has been agreed.

Fin Reg 9.1 - The AERO shall be responsible for all contracts below £50,000 and will conduct such procurement in accordance with the VJB Procurement Guidance

Thus the following procedures, along with the Supplementary Procedures for Electronic Procurement Systems, will apply to all instances of ordering, certification and payment of goods and services on behalf of the Joint Board up to a value of £50,000.

Although these procedures regulate the process for ordering goods and services, the process of identifying the relevant suppliers, services or goods should be completed in accordance with the Joint Board's Standing Orders and Procurement Policies. Guidance should be sought from the Assessor or Depute Assessor on the appropriate procurement route to be adopted.

Note that approval to proceed with any purchases or other expenditure can only be given by Assessor, Depute Assessor, Divisional Assessor or Principal Admin Officer. Standing approval for minor stationery purchases is to be assumed for the purposes of this policy.

1.0 Placing Orders

1.1 Approval of Order in Principle

Any members of staff who identify the need for an order (other than the normal routine purchase of stationery items etc.) should, in the first instance, inform their immediate supervisor (Divisional Assessor or Admin. Officer/Clerical Supervisor), who in turn should obtain approval in principle from the Assessor, Depute Assessor, Divisional Assessor or Principal Admin Officer.

Requests for routine purchases should be made directly to the Secretary.

1.2 Purchase Orders

1.2.1 Once approval has been obtained, any member of staff with responsibility for ordering goods or services should (if the cost is not known) arrange for a written quotation of the cost from the supplier. It may be appropriate to obtain up to 3 quotes. Where the procurement process has identified a price, this stage is not required.

1.2.2 Where a supplier is being used for the first time, or where the supplier has not been added to West Dunbartonshire Council's financial systems, a Supplier Request Procedure has been implemented and should be followed, wherever possible, prior to submitting any order – See Appendix 1.

1.2.3 Once the cost is known and appropriate approval obtained, the Secretary in the appropriate office should create a Purchase Order (see also section 2, below), to include the following details, and place it with the supplier:

- a) an adequate description and quantity of the goods or services being ordered.
- b) the agreed price and terms, with expected total value of order noted – but also see 1.4 below.
- c) accurate delivery address(es).
- d) if the invoice is to be sent to a different address from the goods delivery address, this must be specified on the Order, along with a request for the delivery address to be noted on the invoice.
- e) an instruction that the supplier must note the official VJB Order No. on all documentation, and
- f) ensure that the Purchase Order is authorised by the Assessor Depute Assessor, Principal Admin Officer, Admin Manager or Divisional Assessor (see 3.2.a) below) and, if required in paper format, stamped with the official stamp.

1.2.4 Any telephone orders must be followed up with a formal order.

1.3 Requests for Provision of Account No/Cost Centre Code at Ordering Stage

On occasions when an Account Number and Cost Centre Code are required at the order stage, these can be obtained from the Detailed Budget Breakdown papers prepared annually, from the codes used in the monthly Budgetary Control Reports,

or by consulting with the Assessor, Depute Assessor, the Principal Admin Officer, or the Admin Manager.

1.4 Orders for Which Cost is Unknown

In some situations, when the cost is not known at the time of ordering, it will be acceptable to omit cost, but this should only be the adopted practice as infrequently as possible. An estimated amount should be used where possible.

For large orders which may have an unknown or a variable total cost and/or where there may be a series of invoices relating to the one order, the use of a Blanket Purchase Order (BPO) may be appropriate. Approval should be received from the Assessor or Depute Assessor prior to implementing BPOs.

1.5 Tendered Purchases

Where a purchase is made after a tender process has been completed, it will still be necessary for a Purchase Order to be completed. All other procedures should follow as above.

1.6 Emergency Purchases

Where an emergency arises, e.g. damage to the buildings, intruder alarm problems etc, and it is necessary to arrange remedial action quickly, by phone or e-mail, a follow-up Purchase Order should still be completed and issued, with details of the order clearly noted.

1.7 Excepted Purchases

Appendix 2 lists a number of items for which a product or service is received and payment is routinely made without the normal procedures being followed, due to their nature, e.g. subscriptions renewable annually, repetitive orders etc.

Exception from official Purchase Orders is appropriate for:

- a) Public Utilities supplied to the offices of the Board and methods of payment are as follows:-
 - Electricity (For the Clydebank office, invoices are submitted to West Dunbartonshire Council's Finance Department for payment – separate checks are in place)
 - Gas (For the Clydebank office, invoices are submitted to West Dunbartonshire Council's Finance Department for payment).
 - Water Supply/Drainage
 - Telephony Invoices
- b) Periodical payments/subscription renewals/updates of books/payment of newspapers etc. are made in accordance with the normal invoicing arrangements detailed above, but without the repeated issue of Purchase Orders.

- c) Petty cash purchases in both offices are operated in accordance with the imprest account procedures, which are conducted by the Secretary in each office, subject to authorisation as at 1.1 above.

1.8 Treasurer Transactions/Publication of Accounts

The VJB Treasurer is recognised as having authorisation on behalf of the VJB to instruct and authorise payment for the advertising of accounts completion etc. on behalf of the VJB. No Purchase order is required for these.

1.9 Valuation Appeal Panel Expenditure

All expenditure by Appeals Panels/Committees and their relevant (Assistant) Secretaries are paid directly under the control and authority of the Treasurer, rather than the Assessor. This policy does not, therefore, cover any such expenditure, though the Treasurer may ask the Assessor to confirm factual information and the general reasonableness of claims submitted.

2.0 Purchase Order Forms

Except when using electronic procurement procedures (see 3.0 below), or where POs are exempted (see 1.4 and 1.7-1.9 above) the form provided at Appendix 3 is to be used for all orders. These are generated by the Ordering Database which generates the next consecutive order number automatically. Appendix 4 provides an instruction on the use of the database.

2.1 Completion of Purchase Order Forms

When completing a Purchase Order form, the following procedures should be followed:

- a) the form must be authorised and dated by one of the nominated authorised signatories i.e. Assessor, Depute Assessor, Principal Admin. Officer, Admin Manager or Divisional Assessor. Where an electronic signature has been obtained, the email trail should be saved for reference/audit purposes.
- b) After issue to a supplier, a copy of each Purchase Order should be retained in a pending folder by the Secretary.
- c) Where it is not practical to insert all the information required on to the standard Purchase Order, and it is necessary to issue a covering letter with full details of the purchase, the heading of the letter should clearly state the appropriate Purchase Order number, and an accompanying stamped Purchase Order pre-printed with that same order number and referring to the letter and its contents should be attached to the letter. A copy of all issued documents should be retained and filed.

3.0 Electronic Purchases and Payments for Services

Increasingly, purchases are being made, services are being paid for and orders are being placed using electronic procurement systems. Guidance for such purchases and payments is provided in the Supplementary Procedures for Electronic Procurement Systems (Appendix 5). These procedures cover use of the following:-

3.1 Guidance Notes on the use of the **We-Buy system** for the creation and maintenance of BPOs and invoicing are available at [WeBuy Documentation & Guidance - Employee Intranet \(west-dunbarton.gov.uk\)](http://west-dunbarton.gov.uk) and further detailed guidance on the use of the system is included in the Secretarial manual (<N:\Business Support\Secretarial\Secretarial Manual>)

3.2 Other on-line purchases and expenditure

For all other purchases or expenditure made over the internet a screen print of the order should be retained by the Secretary and a standard Purchase Order approved and attached (even although not required by supplier). Both of these should initially be filed in the 'Orders' file, to await receipt of the bank statement detailing the item in question. This procedure should include instances when payment is made by use of the VJB bank card.

4.0 Good/Services Received

Goods Received and any Delivery Note should both be checked against the Purchase Order. Description, quantity and acceptability of the goods should all be checked before signing the Delivery Note. All services received should also be quality checked.

The Delivery Note should be matched/'married' to the Purchase Order and retained for checking of Invoices.

5.0 Invoices for Goods/Services Received

5.1 Checking of Invoice

Once an invoice is received from an external body, the Secretary or another authorised member of staff will:-

- a) ensure that the goods/services have been received before starting the payment process.
- b) add the account code and cost centre. The invoice, including the price/cost, should be checked against the Delivery Note(s) and copy Purchase Order(s) and a copy of the invoice should be married to these documents.
- c) In situations where a discrepancy occurs between the purchase details or cost on the invoice and the details/cost shown on the Delivery Note or Purchase Order, the Secretary or another authorised member of staff should raise the matter with the supplier, and either have the discrepancy corrected, or ascertain the reason for the discrepancy.
 - i) If the reason is acceptable, an authorised signatory (see above) may approve the alteration, and payment can proceed as above.
 - ii) If the reason appears to be unacceptable, the matter should be referred to the Assessor or Depute Assessor to investigate or decide on approach.

6.0 Passing of Invoices for Payment

- 6.1 Once checked as above (or queried – see later) invoices should be passed to West Dunbartonshire Council Finance department for payment
- a) The original invoice should be passed to WDC Finance using the on-line WDC batched Invoice tool – see [CAS Batch Header Supplier Payment - Dash \(achieveservice.com\)](#). Guidance on completion can be found at [Corporate Administration Support \(CAS\) - Employee Intranet \(west-dunbarton.gov.uk\)](#). It is normal practice to complete the above for a number of purchases at the same time.
 - b) The batch, as submitted above, will then pass to the Assessor for checking and authorisation.
- 6.2 A copy of batch headers submitted should be filed in the folder labelled “Batch Headers” and the invoices should be filed in the “Invoices” folder.
- 6.3 The Assessor (or other approver) should save the approved batches plus the acknowledgement of submission to [N:\Business Support\Finance\Authorised Invoices](#) where they should be filed by financial year and month of submission.

7.0 Checking Ledger Transactions

- 7.1 All Ledger Transaction Reports should be thoroughly checked to the Order/Delivery Note to confirm the correctness of all expenditure. Payment amount and date of payment should be added to the Order. This is particularly important where transactions have been made using a bank card.
- 7.2 Queries should be raised directly with WDC Creditors for any instance of:-
- i. Significant and/or unexplained variation in price,
 - ii. Invoices processed with incorrect details/codes,
 - iii. Invoices processed with no corresponding Order/Delivery Note
- 7.3 The number of queries requiring investigation should be monitored and, if necessary escalated to the Assessor for follow-up with WDC Finance/Auditors.