

# BRIXHAM TOWN COUNCIL



## Written Order Policy

### Introduction

1. The Clerk or RFO (Responsible Financial Officer) must place all orders for goods and services.
2. If the Clerk is absent the Assistant to the Town Clerk must place the orders
3. Councillors are not to make any orders for goods or services.

### Written Orders

1. Written orders may be in the form of a spreadsheet, entry in a double entry order book or printed from a website.
2. All orders for goods other than office supplies must be pre approved by full Council.

### Internet Orders

1. All orders placed on the internet must have a printed copy of the order taken from the website in question and retained on file. The picking sheet should be checked off against the order and the invoice.
2. Order sheet to be attached to invoice for entry into accounts.

### Verbal Ordering

1. An Excel spreadsheet of the order required should be produced and authorised by the Clerk prior to the order being placed.
2. The quotation for the ordered goods must be noted on the spreadsheet
3. The verbal order given to the supplier should match the agreed spreadsheet.

### Document History

Adopted April 2007

Reviewed May 2008, 2009, 2010, 2011, 2012, July 2013

Date of next review May 2014