

LFI Purchase Order policy

The purposes of this policy are:

- to ensure that all goods and services above a fixed value ordered in the name of LFI are authorised in advance by the relevant authority
- to aid budgetary control and reporting function by giving advance notice of such expenses being engaged
- to minimise the time needed to process and verify accuracy of invoices received
- to eliminate the risk of fraudulent invoices being raised.

Goods and services supplied under fixed terms of a contract, or regular but variable items (such as utilities) do not require purchase orders after the initial contract is entered into, unless otherwise stated in the contract.

The following procedures must be followed by all members of staff, board members, sub-contractors or other entities when engaging LFI in any other expense through placing an order/purchasing goods or services:

- All orders/purchases of €50 and above in value must have a purchase order **before** they are engaged.
- Each PO must detail: cost of items/services (approximate, if exact cost not yet known); the name of the supplier; a brief description of the items/services being ordered; and the budget being used for the purchase.
- All purchase orders must be signed by the Principal before the expense is engaged.
- Normally the LFI's Purchasing Officer (commandes@lfi.ie) will place all orders and ensure that a PO is processed for each order.
- In the event that other personnel must place an order or make a purchase of value €50 or higher, a PO number must be sought from the Purchasing Officer **before** placing the order. The Purchasing Officer should be informed of the cost (approximate, if exact cost not yet known); the name of the supplier; a brief description of the items/service being ordered; and the budget to be used for the purchase. The Purchase Officer will then supply a PO number. This PO number must then be given to the supplier when the order is placed, and the supplier be informed that they must note the PO number on any subsequent invoice.
- In the event that other personnel must place an order or make a purchase of value €49.99 or less, a PO is **not** required. However, the relevant budget-holder (Principal; Primary School Director; Secondary School subject teachers; or Accountant, as appropriate) must be consulted prior to purchase to ensure sufficient budget is available.
- Any relevant invoice that is received without a PO number noted will be considered as pertaining to an unauthorised purchase and will be returned to the supplier unpaid. The person who placed the order will be required to explain to the supplier why this has occurred.

- Where it is clear that a PO was only requested *after* the order was placed, any subsequent invoices received will be returned to the supplier unpaid. The person who placed the order will be required to explain to the supplier why this has occurred.