

## Memo

**To:** Staff  
**From:** Valerie Egan  
**CC:** Ann-Sophie Goux, Jerome Bel, Victoria Bruce  
**Date:** 05 January 2017  
**Re:** Procedures for placing orders

---

Dear colleague,

Please be aware of the following procedures and information when placing an order.

- Orders will be grouped and placed as one order per supplier per month. Please ensure that order requests are sent to the Purchasing Officer (Valerie Egan), **at the latest**, by the **last Friday of each month**. This will reduce delivery charges, allow a more efficient management of placing orders and improve the distribution of deliveries.
- No orders to be distributed by other personnel unless authorised by the Purchasing Officer.
- The deadline date for order requests re **Main Summer Order** is **24 March 2017**.
- The final date for placing orders to foreign suppliers in **2017** is **29 September 2017**.
- The final date for placing orders to Irish suppliers in **2017** is **17 November 2017**.
- Order requests received after these dates will be dealt with in **2018**.
- Order requests must include a clear reference to each item ie code and description.
- Only French related items not available in Ireland to be purchased from foreign supplier.
- All stationery to be purchased in Ireland.
- All orders, **without exception**, that engage the Lycée in expenditure must be placed through administration.
- Order requests should be sent by email to the Purchasing Officer - [commandes@lfi.ie](mailto:commandes@lfi.ie)
- All orders above €50 must be approved by the Director/Principal **before** they are ordered. A purchase order number will be given only when the order has been approved. Orders placed without first obtaining approval will be regarded as unauthorised.
- Please remember to budget for VAT/TVA and transport costs when placing your orders.
- Please remember all purchases of goods and services outside Ireland incur Irish rates of VAT ie 0% on textbooks and 23% on other items. This will automatically be done for you by the Purchasing Officer if you request a quote.
- Please remember to state what budget you are using for your order.
- Quotes from at least two suppliers are needed when making an order.

If you need any further information on the subject of orders please contact me on 01 288 3152 or [commandes@lfi.ie](mailto:commandes@lfi.ie)

Sincerely

Valerie Egan  
Purchasing Officer