

Audit Committee 28 November 2012

Purchasing Procedures

Executive summary and recommendations

Introduction

Details of the approval levels for purchase orders are attached as an appendix to this paper. These were approved by the Committee in March 2012.

Decision

The Committee is asked to confirm approval.

Background information

A review of these procedures was requested when the Review of Internal Audit Recommendations was discussed by the Committee at its meeting in September.

Resource implications

None

Financial implications

None

Appendices

Purchasing Procedures

Date of paper

16 November 2012

Appendix

Purchase Approval Levels

A PRS audit review by Mazars took place in February 2012. They identified that user access and profiles needed to be reviewed as there was a lack of segregation between tasks. They identified that budget holders were able to raise, approve and goods receive which increased the risk of fraud. To reduce this risk, the following amendments have taken place.

- Departmental Managers (who have authorisation limits of £8000, £10000 & £25000) cannot raise purchase orders but can approve and goods receive
- Departmental secondary signatures (who have an authorisation limit of £1000) can raise, approve and goods receive purchase orders
- All other users (who have no signing authority) can raise and goods receive purchase orders

Effective from 19 March 2012.