

EHA Purchase Order Process

Set out below is the process that must be followed for the raising of Purchase Orders when goods or services are procured by any member of staff or director of the EHA. Any queries regarding this process should be directed to the CEO or Office Manager for clarification.

1. An official EHA Purchase Order must be used for all orders placed on behalf of the organisation. A copy can be found below.
2. All information requested on the form must be provided in order to ensure that the order can be correctly and efficiently raised (see attached example). If any required information is not provided, the form will be returned to the member of staff/director in order for it to be fully completed and this may result in a delay in the placing of the order.
3. The date when the purchase order is being requested should always be prior to the date when the goods/services are to be received. Only in exceptional circumstances will retrospective purchase orders be permitted and then only with the permission of the CEO.
4. The provision of an email address for the recipient of the order will enable electronic transmission of the form, reduce the amount of paper produced by the organisation and speed up the overall process.
5. The description of the goods/service being ordered should be clear and concise to ensure the recipient has clarity on what is to be provided.
6. Purchase Orders should be raised with sufficient time to allow for the delivery of the goods/services by the requested date.
7. Costs should be correctly quoted on an itemised basis without VAT and then the appropriate number required entered in the Quantity box.
8. The total cost of the entire order should then be provided, including VAT where applicable.
9. The appropriate nominal code must be included to enable the Purchase Order to be correctly entered on to SAGE and reconciled with the required budget.
10. If the goods/services being ordered are more than £2,000, but less than £5,000, a second quote must be provided for comparison. If the cost is over £5,000 two additional quotes should be provided.
11. All Purchase Orders must be signed by the member of staff placing the order and authorised by the CEO before the goods/services can be ordered.
12. Once completed, the form should be placed in to the Purchase Order Requests folder in the Admin section of the Google Drive from where they will be actioned by the Office Manager.

The England Handball Association

The Halliwell Jones Stadium · Winwick Road · Warrington · WA2 7NE

E office@englandhandball.com **T** 01925 246 482



**ENGLAND
HANDBALL**

13. When the official order is sent to the requested recipient, the Office Manager will ensure that the appropriate member of staff is copied in to the email for information.