

Purchase Order Procedure between Head Office and Areas and Branches.

Effective Date: March 1st 2014

Scope

To set out the procedures to be followed by Area and Branch Officers and all members in the event that they wish to place a purchase order with Head office.

The authority to make a purchase on the Area and Branch Head Office debtor account is delegated to the Secretary and Treasurer of the Branch as they hold full authority to create a liability on the Area and Branch account. This has been delegated to them by the Board.

For the purpose of this document purchase orders placed with Head Office are defined as:

- 1. Course Registration and Product Orders (through Limerick Office)**
- 2. Course Returns and Cert Orders**
- 3. Booking on to National Courses or Events e.g. EMT, instructor, instructor seminar, child protection training, Failte training, youth activities and events..**
- 4. The purchase of products through National Schemes**
- 5. The purchase of all other miscellaneous items.**

Procedures

This procedure applies to Area and Branch Officers and all members.

- If you wish to place an order with Head Office for goods or services as outlined above, you must place this through the Treasurer or Secretary of your Area or Branch.
- This will enable the Officers of the Area/Branch to manage their finances more efficiently as they will know what liabilities to expect on the account.
- If you wish to place an order, you can place the order with your officer by email on the Irish Red Cross internal email system; they in turn will email the order to the relevant Head Office email address, or use the online shop.
- Only orders received by Head Office staff from a Treasurer or Secretary will be processed. All other orders will be returned.
- In order to confirm the order, orders must be placed using the redcross.ie email address of the Treasurer/Secretary/Chairperson. Orders from other sources will only be allowed in exceptional circumstances and will require approval, in advance, from the relevant Head Office Departmental Head.