

PROPOSED WORK-FLOW FOR PURCHASING (DRAFT – subject to testing)

Regular Ordering Schedule

Special Order (**Urgent**)

Request for Order (RFO) online form raised by convenor

RFO form to Exec for approval at next Exec Meeting as standard agenda item

RFO form sent to Exec for **urgent** approval

Exec Meeting, Exec approves RFO

Exec approves RFO

President sends approval to book-keeper and convenor

Book-keeper raises Purchase Order (PO) via Reckon accounting software

Book-keeper sends PO to supplier, cc convenor (for info). Copy of PO saved in OneDrive/Uniform Shop

Convenor places follow up call with supplier to confirm receipt of PO
OR
supplier confirms PO receipt by email

Convenor inputs PO data into "Manufacture In Transit" Location

Delivery arrives warehouse

Delivery arrives shop

Convenor confirms with supplier that delivery matches PO

Convenor checks delivery against delivery invoice, marks invoice to record any discrepancies between PO and items received, then stamps and signs invoice

Convenor inputs stock into Warehouse location on Square

Convenor emails/calls and emails supplier to advise discrepancies cc book-keeper

Convenor size samples 3 items for QA

Convenor inputs stock into Uniform Shop location on Square

Convenor sends invoice to book-keeper

Book-keeper reconciles invoice w/PO and any advised discrepancies including follow up on any credits due

Invoice is paid