

CUSTODY AND USE OF ORDER BOOKS

Section	Finance		
Approval Date	24.11.08	Approved by	Directorate
Next Review	October 2010	Responsibility	Director of Finance and Corporate Services
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To ensure the security and proper use of Nelson Marlborough Institute of Technology Order Books

PROCEDURE

Only persons with written authority are to use order books.

Order Books must remain secure at all times ie:

- under the direct control of one person and only one person
- out of sight and if possible under lock and key when not actively being used to make a purchase
- locked away at night

Order Books must be available to the minimum number of people possible while still enabling the efficient operation of the institute to continue without undue obstruction.

As few Order Books as possible should be retained in each operating area while maintaining the ability to carry out day to day operations effectively.

Any one person should be authorised to use only one Order Book, that is, no person should have access to more than one Order Book.

If an Order Book is lost or cannot be located, the person who controls the Order Book must advise the Finance Manager immediately so that appropriate steps can be taken to protect the Institute against loss.

Order Books should not be removed from Institute premises unless on official business.

When an Order Book is used, the person placing the order should scrutinise all previous orders in the book which have his/her signature and, if he/she is not aware of having placed an order bearing his/her signature, he/she must advise the financial accountant immediately.

All orders should be dated, coded, priced and signed by the person who is authorised to do so.