

## ORDERING AND PURCHASING INTERNAL CONTROL QUESTIONNAIRE

### Introduction

Below is an ICQ relating to ordering and purchasing (it does not cover invoice processing and payment which forms part of a Creditors audit.)

| Question   | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| <b>Policies/Procedures</b> <ul style="list-style-type: none"> <li>• Are nominated officers responsible for procurement of goods/services?</li> <li>• Is this set out in authorized delegation lists?</li> <li>• Are there Financial Regulations in place requiring competitive quotations?</li> <li>• Is purchasing devolved or centralized?</li> <li>• Is there an authorized signatory list in place?</li> <li>• Have procedures notes regarding all areas of the process been disseminated to all staff?</li> </ul> |     |    |     |          |
| <b>Contracts</b> <ul style="list-style-type: none"> <li>• Are contract suppliers used wherever possible?</li> <li>• Does this relate to an approved suppliers catalogue?</li> <li>• If yes, is this information disseminated to all staff?</li> <li>• Have potential contractors been vetted for suitability?</li> <li>• How are contracts awarded?</li> <li>• Are contracts in writing and signed?</li> <li>• Are records kept to highlight the status of the contracting activity?</li> </ul>                        |     |    |     |          |
| <b>Orders</b> <ul style="list-style-type: none"> <li>• Is the purchasing process manual or automated?</li> <li>• Are requisitions/order sets secured and is their use controlled?</li> <li>• Are order sets only issued to nominated managers?</li> <li>• Are official orders used?</li> <li>• Do these quote an official order number?</li> <li>• Are details of orders kept?</li> <li>• What is done about cancelled orders?</li> <li>• When are verbal orders placed?</li> <li>• Are orders supported by</li> </ul> |     |    |     |          |

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

|   |  |  |  |  |
|---|--|--|--|--|
| <p>requisitions?</p> <ul style="list-style-type: none"><li>• Where contracts are in place, are orders placed with the nominated supplier?</li><li>• If an alternative supplier is used, does the officer have to submit a written reason?</li><li>• To whom do they submit this?</li><li>• Are limitations placed on types and quantities of goods/services ordered?</li><li>• Are records kept to evidence competitive quotations?</li></ul> |  |  |  |  |
| <b>Goods and Services Received</b>  |  |  |  |  |
| <ul style="list-style-type: none"><li>• Are goods accompanied by delivery notes?</li><li>• Who signs the delivery note and checks the goods when they arrive?</li></ul>   |  |  |  |  |
| <b>Segregation of Duties</b>  |  |  |  |  |
| <ul style="list-style-type: none"><li>• Is access to ordering and receiving functions restricted?</li><li>• Are ordering and receiving functions separated from invoice processing and General Ledger functions?</li></ul>  |  |  |  |  |