



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Ordering Goods and Services and Payment of Accounts on a Weekly Basis (Tipperary)

Procedure No. 115

	Print Name	Title	Date
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Corporate Authorisation	J.Mc Namara	T.S.O.	1st June 2008

Scope

The Procedure describes the system to be followed when ordering goods and services in the Tipperary Area and the payment of accounts on a weekly basis.

Responsibility

Tipperary Maintenance Department.

PROCEDURE

Step 1 – Ordering of Goods and Services

- Goods and Services are ordered using an Official Order authorised by the Maintenance Manager or Mechanical/Electrical Services Officer.
- Goods and Services are then received together with a delivery docket or service report which is checked against the official order and any queries are checked with the person who ordered the goods or services.

Step 2 – Processing of Invoices for Payment

- On receipt of invoice this is date stamped, checked against the official order and delivery docket or service report and any discrepancies which may occur are queried with the person who placed the order or with the company.
- If a credit note is required for all or part of the invoice, this is then requested and received.
- If for any reason an invoice is delayed while awaiting the issue of a credit note from the company, a note is placed on the invoice explaining this.
- When satisfied that the invoice is correct as per the official order and delivery docket or service report, it is attached to the official order for processing.
- If a credit note is received this is also attached to the official order for processing.
- All invoices and credit notes are stamped with the official invoice processing stamp of the HSE, showing the company's payee number, and general ledger codes.
- All invoices and credit notes are registered on the Accounts Payable System and the person who registers the invoices signs the official invoice processing stamp.
- All invoices and credit notes together with the official order are passed to the person who placed the order to certify that the goods are received.
- Batch Numbers are received each week from Finance Dept., usually a separate number for each Care Group, as we work to all Departments.
- Invoices and Credit Notes are divided into their separate batches and paid on a weekly basis on the Accounts Payable System.
- Print Onlys are then printed in accordance with each Batch Number, checked and brought to the appropriate Certifying Officer for further checking and certification.
- When the Certifying Officer is satisfied, Print and Updates are run.