

3.10 Guidelines for Online Purchases via Facebook and Other Pre-Used Sites

Scope of this chapter

To advise all employees of the system for making purchases, already authorised in the annual budget for a home/other BMC site.

This system refers only to purchases of items for the home such as furniture, with the exception of bedframes and mattresses, which must always be purchased as new.

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1. Guidelines for Purchases

Before making any purchase on behalf of your site location (home, school or other BMC facility), the purchaser (i.e. care practitioner, senior care practitioners, teaching staff, clinician etc.) must first check with the Facilities Manager that the expenditure is included in the facilities budget for the BMC site concerned. Once established, a manager with the appropriate sign-off must authorise the expenditure.

Pre-used soft furniture/furnishings must meet the guidelines laid down by the Fire Regulations (Furniture and Furnishings (Fire Safety) Regulations 1988/1989, 1993 and 2010) and must have a clearly visible label to demonstrate this.

Please note that the purchase of any bedframe or mattress is **NOT** permitted. These should always be purchased from new.

2. Process

For purchases made via Facebook, Ebay, Pre-loved, Gumtree etc. with managers consent.

Collection or delivery of an item is the responsibility of the person making the purchase. If a large vehicle is required, the purchaser must liaise with head of facilities to arrange for this.

It is not expected that quotes will be obtained for this type of purchase providing that the budget has already been allocated for it at the start of the financial year or by special arrangement with authorised personnel such as a head of department, CEO, operations director etc.

3. Receipts

It is accepted that it may not be possible to obtain a printed receipt for this type of purchase and a hand written receipt from the vendor will be accepted.

Handwritten receipts must have a date of purchase, a description of the item/s purchased and a signature of the vendor along with a visible printed name of the vendor.

4. Notifications

After a purchase has been made, the purchaser must notify the Facilities Manager who holds the budget for the item/s, advising of the total cost of the expenditure. The home or site manager should also be informed of the purchase.

5. Requesting Monies from the Allocated Facilities Budget

To replenish the respective account with the transfer of budgeted monies, after the purchase, the purchaser must complete a budget request form, submitted to the home or site manager for authorisation.

All receipts are to be forwarded to the Finance Department.

Revision History

Date last updated: April 2020

Date of next review: April 2021

Date of release: December 2018

End

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