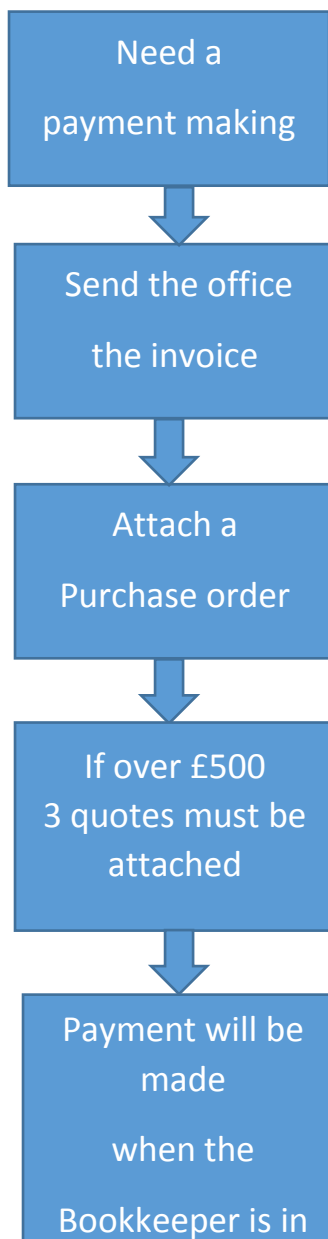




Purchase Order - Users Guide

Purpose of the Purchase Orders – to ensure that all payments have been agreed by the relevant committee or County Representatives before Payment is made and are also allocated to the correct ledger account.



The form is available from the SFYFC Office if you don't have it. The Purchase Order is to be completed by **YOU** and signed by **1 OTHER**, either the Chairman, Secretary or Treasurer of your committee, or if not a committee expense, the County Treasurer, Finance and Development Committee Chair or County Chairman.

If you are unable to send a completed Purchase Order we can accept an email of request and another email of accepted by another (as above) but **FULL DETAILS** (who to and amount) must be on both emails.

- The Bookkeeper is Catherine Gregory – email - accounts@sfyfc.org.uk.
- Catherine comes in for a morning approximately every fortnight so please ensure that all request are in at your earliest convenience so that they can be paid promptly.
- Please also c.c. any email to tracy.johnson@sfyfc.org.uk. Thank you.