Online Purchasing Policies and Procedures

HiFlex Physio

Purpose

The purpose of this policy is to establish a process for HiFlex Physio employees who are designated to make online purchases. This policy covers the online purchase of both goods and services from external suppliers and vendors.

Online Purchasing Policy

- Payment must be made through company credit card and the company Paypal account. In the event that these payment methods are unavailable and/or temporarily unvailable, urgent purchases can be made with the petty cash funds.

- Designated staff will be authorised to make online purchases. They must submit a detailed report to the Accounts Officer, who will, in turn, submit a consolidated report of all online purchases to the Centre Manager of the respective HiFlex Physio branch.

Online Purchasing Procedure

- Identify the goods or services that need to be purchased.

- Once the goods or services have been identified, determine the designated supplier/s. Alternatively, if the designated suppliers are unavailable research potential supplier/s who will be able to provide the same good or service, or equivalent, the usual supplier is able to deliver.

  Where necessary, contact potential suppliers to confirm details about the purchase which includes the payment method to use, timelines and specifications that aren't stated on the website.

- Where a new supplier or product and/or service is being purchased, complete and Online Purchase Request Form. This must be approved by out supervisor and Accounts Officer before the online purchase is made.

- Complete the online purchase through the supplier's official online store or portal.

- Once the transaction is complete a copy of the Online Purchases Form, attach the official receipt sent after your purchase is completed. At the end of the month submit the Online Purchase Forms and relevant attachments, along with a report of all purchases made to the Accounts Officer.