



Review of Outstanding Purchase Order Reports Procedure

1. Guiding Principles

The reviewing of Open Purchase Order Reports provides assurance that all supply, iPharmacy, engineering receipts and purchase invoices have been recorded in a timely manner. Without this control, there is a risk that goods and services will be received but not recorded in the general ledger in a timely manner.

2. Procedure

Oracle Financials and iPharmacy Open Purchase Order Reports are to be produced and reviewed on a regular basis (at least quarterly).

All open purchase orders are to be investigated to confirm the status of the purchase order and where necessary, those orders that have been completed, are to be updated in the Oracle Financials/iPharmacy system and closed.

3. Definitions

Open Purchase Order Report	Report that lists all open purchase orders in Oracle Financials, iPharmacy or in other subsidiary systems in WACHS. An open purchase order is one that references an item that the supplier has not yet fully invoiced or has not been received by a WACHS officer receipting the goods or services.
iPharmacy	The iPharmacy system dispenses pharmaceutical items, and facilitates online claiming under the Pharmaceutical Benefits Scheme, patient invoicing, ordering and receiving of pharmacy stock from external suppliers and distribution of pharmacy stock to wards.
Purchase order	An official document issued by a buyer to a supplier, indicating the type, quantity and agreed price for products or services they wish to purchase. When accepted by the supplier, it becomes a contract binding on both parties.
Responsible Officer	The WACHS officer responsible for raising purchase orders.

4. Roles and Responsibilities

All Responsible Officers are to ensure that this Policy and its Procedures are fully complied with and will be held accountable for any non-compliance.

Supply managers are to regularly review these reports for all supply staff to ensure they are monitored and updated.

Facility managers or engineering staff are responsible for engineering purchase orders and responsible for regularly monitoring these reports.

Pharmacy staff are responsible for ordering pharmaceuticals and regularly monitoring these reports in iPharmacy.

5. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

7. Evaluation

Monitoring of compliance with this document is to be carried out by the Department of Health (as this procedure was the subject of a Department of Health audit) and should be monitored on a regular basis.

8. Standards

[National Safety and Quality Health Service Standards](#) – 1.1

9. Legislation

[Health Services Act 2016](#)

[Financial Management Act 2006](#)

[Treasurer's Instruction 304 Authorisation of Payments](#)

[Treasurer's Instruction 308 Payment Records](#)

[Treasurer's Instruction 323 Timely Payment of Accounts](#)

10. References

Nil.

11. Related Forms

Nil.

12. Related Policy Documents

Nil.

13. Related WA Health System Policies

[WA Health Financial Management Manual](#)

14. Policy Framework

[Financial Management](#)

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Directorate:	Business Services (Finance)	EDRMS Record #	ED-CO-14-62344
Version:	3.00	Date Published:	15 March 2022

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