



## **POLICY – 4.7 – Creditors-Preparation for Payment**

### **Relevant Delegation**

N/A

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### **Policy Statement**

1. Where practicable, invoices are to be certified by the person who placed the order to indicate–
  - i) that the purchase was duly authorised;
  - ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and
  - iii) the price and computations on the invoice are correct;
2. As confirmation of compliance with Council's Purchasing Policy, attached to the invoice or first invoice of a number of payments, should be –
  - i) the duplicate copy of the purchase order (or photocopy),
  - ii) any documentation regarding quotes obtained both for the successful quote and for the quotes not accepted,
  - iii) any summary of quotes received, or calculations used to make the decision.
3. Information that is solely sales in nature does not need to be attached, unless considered relevant to the decision made.

– *End of Policy*

ADOPTED: 30 AUGUST 2018  
REVIEWED: 27 FEBRUARY 2025