

PROCEDURE

3.18 ELECTRONIC PURCHASE ORDERS – CEG GRANTS 2020/21

Supporting Policy:	4.12 Devolved Grants Program	
Other Related Documents:	Policy 2.3 Workplace Health and Safety Policy 4.2 Conflict of Interest Policy 4.3 Risk Management Policy 4.6 Insurance Delegations of Authority Agreement Variation Application Checklist (internal tracking sheet for each application) Application Guidelines Application Form Final Report and Financial acquittal Form Funding Agreement Job Safety and Environmental Assessments (JSEA)	
Category:	Organisation	
Type:	Strategic	Dates:
Last Review By:	Karen Henderson	29/10/2020
Issued By:	Karen Henderson & Melanie Durack	11/11/2020

Introduction

Electronic Purchase Orders are only for use in the PHCC's Community Environment Grants.

Definitions

For the purposes of this Procedure:

'Budget Custodian' is the officer who has authority to manage an approved budget

'CEG' is a Community Environmental Grant

'Grant Recipient' is the landholder/entity receiving the grant

'PO' is a Purchase Order

'SBS' is Statement by Supplier

Procedure Statement

1 Template

1.1 Four CEG electronic POs have been created and each Project has its own set of POs saved in:

Work (PHCC) Documents\Projects_NLP\CEG\2020-21\Offers_&Agreement_templates\Electronic POs\Templates, which are designed to meet individual Project needs.

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1.2 Access [Templates](#) here.

Select the appropriate Template for your Grant Recipient - There are four templates (see below):

- a. GST & Two Milestones Payments
- b. GST & Three Milestones Payments
- c. Without GST & Two Milestone Payments
- d. Without GST & Three Milestone Payments

A Template has also been created to assist with the Breakdown of Deliverable Codes across Milestone Payments and Funding Years. A tab has been created for each Project and can be updated to suit funding codes required. [Templates\TEMPLATE Breakdown Deliverables for PO.xlsx](#)

2 Purchase Order Process

2.1 Go to:

[S:\Work \(PHCC\) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs](S:\Work (PHCC) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs)

Click on your relevant Project and go to Agreements_PO Worksheets folder::

- **Black Cockatoo** [S:\Work \(PHCC\) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\01 Black Cockatoo\Agreements PO Worksheets](S:\Work (PHCC) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\01 Black Cockatoo\Agreements PO Worksheets)
 - **Banksia Woodlands** [S:\Work \(PHCC\) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\02 Banksia Woodlands\Agreement PO Worksheet](S:\Work (PHCC) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\02 Banksia Woodlands\Agreement PO Worksheet)
 - **Greening Farms** [S:\Work \(PHCC\) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\03 Greening Farms\Agreements PO Worksheets](S:\Work (PHCC) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\03 Greening Farms\Agreements PO Worksheets)
 - **Numbat Neighbourhood** [S:\Work \(PHCC\) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\04 Numbat Neighbourhood\Agreements PO Worksheets](S:\Work (PHCC) Documents\Projects NLP\CEG\2020-21\Offers &Agreement templates\Electronic POs\04 Numbat Neighbourhood\Agreements PO Worksheets)
- a. Open the Grant Recipient Agreement for which you are raising the PO to obtain contact details, Milestone outputs and \$ amount. **Note:** final returned agreements are saved in the relevant project folder at [S:\Work \(PHCC\) Documents\CT \(Contracts\)\Funding Provided](S:\Work (PHCC) Documents\CT (Contracts)\Funding Provided)
 - b. 2020-2021 POs have been pre-filled and named by Karen. **NB Project Staff to enter PO Number and the Date issued.**
 - c. Select the Recipient from your PO Folder - eg: PO_CEG_NUMxxxxxxx_RJ&BR Harris_003a_NUM_HAR_2020_HW

2.2 There are two tabs:

- (1) PO, and;
- (2) Breakdown of Deliverable Codes named with the relevant project code i.e. 003a_HAR.

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(1) PO:

Purchase Order name must be in order of CEG_NUM(PO Number)_Recipient_ProjID

- a. Fill in/check highlighted cells – PO Number, Date, ABN, SBS (Change Cell Colour to “Nofill”).
The PO Number is to be obtained from the Projects PO Book (do not include “ZB”).
- b. Fill in Column D supplier details – Contact Name, Supplier Name (this is the Entity Name and Trading Name as per the ABN Lookup (if they have an ABN), Address (Postal Address), Email Address, Project ID, Project Officer Contact.
- c. Complete the Milestone Payment Description from Schedule 1 Milestone Payment Schedule of the Agreement (found at S:\Work (PHCC) Documents\CT (Contracts)\Funding Provided
- d. Fill in Column B with Date Milestone Payment Due
- e. Fill in Column C with Description of Milestone (must be the same as CEG Agreement)
- f. Fill in Column G Account Code e.g. 6-9851
- g. Fill in Column H Deliverable Code e.g. 9850
- h. Fill in Column I with Costing details **Note: Column J & K will auto-fill (don't touch)**
- i. Total Row: **This will auto-fill (don't touch)**. Check against CEG Agreement to ensure figures match.
- j. Project Date Row: Cell C - fill in Project Commencement and Completion Date.
Check that the dates entered for 2020 CEG Round are correct and match the agreement
Example: 1 December 2020 to 15 September 2021

(2) Breakdown Deliverable Codes:

- a. Click on the second Tab eg 003a_HAR
- b. For 2020-2021, this has been pre-filled, however it must be checked by Budget Custodian to ensure the correct breakdown information has been entered
- c. For new Projects – steps to fill in information are:
 1. Row 2 – Project ID Click in Cell C – type = then go to PO Tab and click on D22 enter.
 2. Row 2 – Agreement \$\$ Click in Cell F – type = then go to PO Tab, click on Total Row Column I enter. Note: this should be the EXC GST amount if landholder is registered for GST
 3. Row 4 – Enter What Year is funding Project in Columns C, D,E
Eg Year 3 (20/21) or Year 4 (21/22)
 4. Row 5 - As per Agreement Schedule
 - Milestone 1: Click in Cell C type = then go to PO Tab, click in Column I and select M1 payment.
 - Repeat for Milestone 2 and 3 by clicking in Cell D or E respectively in the breakdown tab, click in Column I select M2 and M3 (if applicable)
- d. Deliverable Codes: Obtain this information from the Grants Application Register and enter \$ amounts in Milestone Columns
- e. Total Milestone Payment - **Columns C,D,E & F will auto-fill (don't touch)**
- f. Balance Row – Will calculate if there is any differences between what has been entered on the PO against what has been hard-typed from the Register. If there's an issue this needs to be rectified as they must match.
- g. Save Excel spreadsheet by updating the PO Number and adding date issued at end of filename.

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3 Approvals Process


3.1 Convert Spreadsheet to *pdf*.

Each Project has a *pdf* POs folder in the Electronic PO Folder using the same name as the .xls file eg :

 PO_CEG_NUM6806868_RJ&BR Harris_003a_NUM_HAR_2020_HW_20201104

\\FILE\Company\Work (PHCC) Documents\Projects_NLP\CEG\2020-21\Offers_&Agreement_templates\Electronic POs\04_Numbat Neighbourhood\Agreements_PO Worksheets\Pdf POs

Projects_NLP > CEG > 2020-21 > Offers_&Agreement_templates > Electronic POs > 04_Numbat Neighbourhood > Agreements_PO Worksheets

Name	Date modified	Type
 Pdf POs	27/10/2020 9:46 AM	File folder

To save file as a *pdf*:

- a. In Excel, select **File**
- b. In left green panel select **Save as Adobe PDF**
- c. Under **Conversion Range** select **Entire Workbook**
- d. Select **Fit Worksheet to a Single Page**
- e. Select **Convert to PDF**
- f. Check Filename is correct (PO number has been allocated)
- g. Save in PDF POs folder
- h. Go Ctrl 1 to make size of *pdf* 100%
- i. Attach signed Agreement to the *pdf* file located in the Contract Folders:
[..\..\..\CT \(Contracts\)\Funding Provided](#) and go to relevant Project folder to find Agreement by doing the following steps in Adobe document
 - Select **Tools** (RHS top)
 - Select **Insert from File**
 - Search for your Signed Agreement (in S:Drive) and insert after last page of document
 - Save document.

3.2 There are three Levels of Approval:

(1) Budget Custodian (Megan, Paula, Christine & Jordon). Responsible for:

- a. Checking that PO matches Agreement Milestone Schedule and funding has been allocated against correct Project Deliverables
- b. The Breakdown Project Deliverables and Agreement are attached to the PO
- c. Signing as Budget Custodian on both PO and Deliverables Breakdown sections
- d. Saving completed document into the Finance Mailbag > 08 PO Folder: [..\..\..\OM \(Org Mgt\)\M Mailbag\000 Finance Mailbag\08_POs](#)

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Note: The Finance Team will:

- a. Check that PO is complete with Deliverable Code and Agreement and all relevant sections signed by the Budget Custodian; and
- b. Move PO to Program Manager's folder (HW or Land Cons).
- c. Move PO to CEO's folder once Program Manager has approved.

(2) Program Manager (Approval Officer)

- a. Program Manager to review PO against Agreement, discuss with Budget Custodian if necessary, then approve PO
- b. Finance Team to move PO to CEO Authorisation PO Folder.

(3) CEO (Authorisation Officer)

- a. CEO to authorise as per Delegated Authority.
- b. Finance Team to process signed PO after the Approvals Process is complete.

3.3 Once authorised by the CEO, the Finance Team:

- a. Enters into Activity Report and saves in Finance PO Folder:
[..\..\..\..\OM \(Org Mgt\)\F Finance\500 Purchasing\Purchase Orders\F20-21](#)
- b. Notifies the Budget Custodian that PO has been approved and sends a link to where it has been saved.

3.4 The Budget Custodian is responsible for entering the approved PO into their Project WoPL spreadsheet into each relevant deliverable code tab.

4 Notifying Grant Recipient

The Budget Custodian will:

- a. Print copy of the approved PO and staple copy to the corresponding PO in the Purchase Order Book. Put a line through the book copy so it cannot be used for any other purchase.
- b. Email Grant Recipient (see template below). This needs to include:
 - a. The Name of Recipient and Project ID in the email Subject Line
 - b. Forward the approved PO with the signed agreement
 - c. Include a Statement by Supplier form for Grant Recipients not registered for GST. Ask the Grant Recipient to send their banking details via returned email to cross-check banking details submitted on tax invoices. **Optional:** Send Invoice Template through to Grant Recipients who do not have their own. This will ensure that we are receiving all required information on the invoice. Invoice template is saved here: [..\..\..\..\OM \(Org Mgt\)\F Finance\500 Purchasing\Online Banking\Supplier Generated Invoices\Landholder Invoice Template.docx](#)

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Email Template Below:

Note remove text highlighted yellow where not relevant

Dear xx

Please see attached the approved purchase order for your Community Environmental Grant project (insert project id) as well as your counter-signed landholder agreement.

You are now able to send through an invoice for your Milestone 1 payment as per the purchase order. Please ensure your banking details are included on the invoice and also in the body of your return email for security reasons.

Use or delete the sections below:

Milestone Payments – rounding errors

For agreements which have a milestone rounding error - Note the landholder to any changes to decimal places with milestone payments – ie:

Due to rounding errors we have had to change the milestone 2 payment from xx to xx. We have made this change on page xx and initialed to acknowledge the change.

Statement by Supplier For landholders who need Statement by Supplier (ie no ABN):

As you don't have an ABN we require you to complete a Statement by supplier form as per the ATO requirement. Please print this via the link:

<https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf> You will need to check the box "The supply is made by an individual or partnership without a reasonable expectation of profit or gain".

Ordering Seedlings

For projects which have seedlings:

A friendly reminder to contact your local nursery to order your seedlings. Please use your approved seedling list attached and please get in touch if you have any queries on this.

Recommended that the officer attaches the nursery contact details ie Hamels, Parnells or Chatfields. Re-attach species list to make sure they have the correct and approved version – should be in their application folder.

Please email invoices directly to finance@peel-harvey.org.au

Should you have any queries please don't hesitate to contact me via email or 6369 8800.

Kind regards

Officer Name

If email option is not available, a copy of the Purchase Order and Agreement to be posted to Grant Recipient.