



Read the passage and choose the correct words or phrases from the list to fill in the blanks.

To: All Staff

From: Francisco Ortega <franciscoortega@accounts.bbcorp.com>

Re: Purchasing Policy

Recently, there have been a lot of purchasing problems due to policy violation. So, it is necessary for all of you to comply with the following directions.

On the day of placing an order, a Purchase Order must be completed, and the blue copy must be sent to the Finance Department. The white copy must be sent to the supplier within seven days of purchasing. Each department has to keep the pink copy in the purchase book for the purpose of for checking charges, etc.

The maximum daily value of and services for operational purposes that supervisors can order to meet business needs is \$500. However, all requests to purchase goods and services over \$500 must be permitted with your Line Manager before an order is placed. Any order for items over \$1000 must be consulted by the accountant before being placed. This aims to ensure that there are sufficient cash flow funds to meet the proposed expenses.

BB Corp, which is a member of the One Click Network purchasing consortium, always offers us a rate for any goods and service. Please go through the list of recommended suppliers to check prices before placing an order elsewhere. In most cases, purchasing through the One Click Network helps us save some money.

It is essential that the Finance Department is well-informed about all committed expenditure to produce accurate Profit and Loss accounts and maintain positive reserves.

If you have any questions concerning the purchasing policy, don't hesitate to give me a call.

Many thanks,

Francisco Ortega

Accountant