



Review of Oracle Outstanding Purchase Order Reports Procedure

1. Guiding Principles

The reviewing of open purchase order reports provides assurance that all supply, I-Pharmacy and 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 and I-Pharmacy 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 purchase orders and where necessary, those orders that have been completed are to be updated on the Oracle/I-Pharmacy System and closed.

3. Roles and Responsibilities

The above process is the role of all officers responsible for raising purchase orders.

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 I-Pharmacy.

4. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) 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.

5. Evaluation

This procedure has been the subject of a Department of Health audit and may be monitored on a regular basis.

6. WA Health Policy Framework

[Financial Management Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Manager Financial Accounting, Analysis and Reporting (D.Lee)		
Directorate:	Corporate Services (Finance)	TRIM Record #	ED-CO-14-63083
Version:	2.00	Date Published:	5 April 2017

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.