

SAFE CUSTODY OF CONTROLLED STATIONERY

PROCEDURE REFERENCE NUMBER	FP02-02	
VERSION NUMBER	3	
KEY CHANGES FROM PREVIOUS VERSION	3 year review – no significant changes	
AUTHOR	Head of Financial Accounts	
CONSULTATION GROUPS	Audit Committee Senior Finance Staff	
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LAST REVIEW DATE	November 2020	
NEXT REVIEW DATE	November 2023	
APPROVAL BY AUDIT COMMITTEE	19 November 2020	
RATIFICATION BY	N/A	
COPYRIGHT	2017-2021	
PROCEDURE SUMMARY		
The procedure outlines the process and required forms to be used when requesting controlled stationery.		
The Trust monitors the implementation of and compliance with this policy in the following ways:		
Internal Audit		
Services	Applicable	Comments
Trustwide	✓	
Essex MH & LD		
CHS		

**The Director responsible for monitoring and reviewing this policy is
Executive Chief Finance Officer**

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SAMPLE ONLY

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1.0 INTRODUCTION

1.1 Controlled stationery is a document which initiates an accounting entry within the Finance Department. Controlled stationery is usually issued in bound pads and is sequentially pre-numbered. The recipient of controlled stationery will have to acknowledge receipt of the documents. A register which records issues of controlled stationery will state the name of the recipient of the controlled documents. The following are examples of controlled stationery:

- Income Sheets
- Receipts
- Patient Property Books
- Patient Fares Books

1.2 For avoidance of doubt, this procedure refers to a number of key staff within the Finance Department for a completion of a range of tasks. In the absence of these key members of staff, the task will be undertaken by the covering member of staff. In the event there are no suitable staff to cover the identified task, the decision will be referred to either the Deputy Chief Finance Officer or the Head of Financial Accounts / Financial Management.

2.0 RESPONSIBILITIES OF THE CONTROLLED STATIONERY HOLDER

2.1 The controlled stationery holder must ensure that these documents are kept in a secure place at all times and ensure all requests are submitted to the finance department in a timely manner.

2.2 All requests should be supported by a 'Controlled Stationery Request / Receipt' form which needs to be completed at point of ordering and receipt of items (see 3.5).

3.0 ISSUING OF CONTROLLED STATIONERY - Finance Dept. only

3.1 Only the Deputy Chief Finance Officer, Head of Financial Accounts or Head of Financial Management are authorised to approve orders for controlled stationery. All such orders will include the sequential numbers of the stationery to be ordered.

3.2 All controlled stationery stocks will be kept in the Finance Department safe. The only exception is manual requisition pads for which a small stock will be held in the purchasing department.

3.3 On receipt of controlled stationery the items must be immediately checked into the safe, by the two designated officers and entered into the 'Controlled Stationery Register.'

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- 3.4 All issues of controlled stationery should be checked out of the safe by the two designated officers on receipt of a Controlled Stationery Request/Receipt form (Appendix 1).
- 3.5 Upon receipt of the requested items, the recipient should check that all items requested have been received and complete the Receipt Slip (bottom half of Request for Controlled Stationery Form at Appendix 1) and return a scanned copy of the form to the Cash and Controls Team. Alternatively, the form can be sent by post.
- 3.6 It is the responsibility of the Cash and Controls Supervisor or delegated person to ensure that stocks are kept at an adequate level, and that all receipt slips are returned.
- 3.7 Spot checks will be undertaken by the Finance Manager – Financial Accounts, to see that the registers are maintained by the designated officers.

END