

Important Information for Schools

Online Office Supplies Ltd

Following a query received by audit services, a number of Derbyshire schools who had purchased from Online Office Supplies Ltd were contacted to verify the veracity and accuracy of invoices issued by this supplier.

Based on the information gathered, it was apparent that a number of schools had been overcharged for purchases made. However, it was confirmed during audit service's investigations that many such invoices had already been processed and paid by schools.

Schools are reminded that invoices should not be passed for payment without appropriate checks being undertaken. These include confirmation of quantities ordered, quantities delivered and the prices charged. Any discrepancies must be promptly identified and raised with this supplier immediately.

Where schools continue to order from Online Office Supplies Ltd, particular care should be demonstrated in validating the invoices received against the original orders raised. Continued confirmation that best value is being achieved should also be established.

If schools encounter discrepancies or disputes when transacting with this supplier, audit services should be contacted for information and advice.