

No Purchase Order No Pay Policy



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1. Purpose

The purpose of this policy is to ensure that all expenditure is properly authorised throughout the organisation and that it operates in line with the overall Finance Policy. Specific benefits of this policy are:

1. Enables efficient processing of invoices in order to maintain a positive payment profile with our suppliers.
2. Allows accurate timely reporting, budgeting and forecasting of costs.
3. Removes potential risk to the Dartmoor Multi Academy Trust by formally agreeing the terms of engagement before our supplier starts work with us.

2. Employee Responsibilities

All employees of the Dartmoor Multi Academy Trust have a responsibility to protect the DMAT funds and should:

1. Not commit DMAT funds without prior issue of an approved purchase order.
2. Not request or purchase items for non-DMAT purposes.
3. Use a DMAT preferred/approved supplier at all times. All preferred/approved suppliers form part of the current Purchase Ledger within the trust's accounting system.
4. Raise an appropriate purchase order in line with current procedure via the trust's accounting system.

3. Purchase Orders

When raising purchase orders, the following should be adhered to:

1. Check that the supplier is set up within the Purchase Ledger on PSF. If a new supplier needs to be added to the Purchase Ledger, complete form DMAT004 New Supplier Request and send to the DMAT Central Finance Team via finance@dartmoormat.org.uk
2. The purchase order should be raised for the net amount of goods and services that you wish to purchase.
3. Purchase orders should be completed, VFM considered and authorised in line with the Financial Scheme of Delegation Policy.
4. Once goods and services have been received, the GRN procedure should take place on PSF ready for POIN input.

4. Exceptions

Invoices from the following suppliers do not, at this current time, require a valid purchase order number. This is under constant review. The exception list currently covers:

- Telephones (land line and mobile)
- Utilities (Gas / Electricity / Water)
- Grants
- Catering provisions
- Staff Expense payments

5. Payment of Invoices

Invoices received without a current, valid purchase order number or an incorrect purchase order reference, will be returned unpaid to the supplier. The supplier will be advised to contact their DMAT contact who initially requested the goods or service so that they can obtain the correct purchase order information.

6. Consequences

1. If this policy is breached, Dartmoor Multi Academy Trust reserves the right to take appropriate action.
2. Any supplier providing goods or services to the Dartmoor Multi Academy Trust without
3. A valid purchase order do this at their own risk. The Dartmoor Multi Academy Trust
4. reserves the right to take the necessary action to remove the supplier from their approved supplier listing.
5. Invoices received without a quoted valid purchase order will be returned to the supplier asking for referencing of a valid purchase order number before payment will be considered.
6. Suppliers will be advised that further information can be obtained by contacting the
7. DMAT Central Finance Team on finance@dartmoormat.org.uk

7. Review

This policy will be reviewed every two years or as required.