

# No Purchase Order No Pay Policy

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1.1	13 July 2022	AR	Minor changes to email address
1.2	3 July 2023	NG	3.4 – VFM forms process added in 4 – Supply and emergency premises invoices add in

## Contents

1. Purpose.....	1
2. Employee Responsibilities.....	1
3. Purchase Orders.....	2
4. Exceptions .....	2

## 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:

- 1.1 Enables efficient processing of invoices in order to maintain a positive payment profile with our suppliers.
- 1.2 Allows accurate timely reporting, budgeting and forecasting of costs.
- 1.3 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:

- 1.1 Not commit DMAT funds without prior issue of an approved purchase order.
- 1.2 Not request or purchase items for non-DMAT purposes.
- 1.3 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.
- 1.4 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:

- 3.1 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@dartmatschools.org.uk](mailto:finance@dartmatschools.org.uk)
- 3.2 The finance team will process this form and our standard anti money laundering checks will take place before any order placed on the system occurs.
- 3.3 The purchase order should be raised for the net amount of goods and services that you wish to purchase.
- 3.4 Purchase orders should be completed, VFM considered and authorised in line with the Financial Scheme of Delegation Policy. For any purchases over £1k there must be a VFM form completed.
- 3.5 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
- Emergency premises works to cover us if we have to get something paid straight away