No PO / No Pay

Following on from an internal audit recommendation both the Trust and DSFS are introducing a 'No Purchase Order (PO) No Pay' policy which will see the majority of non-pay expenditure requiring a PO to be raised before the invoice is paid. This is to improve financial governance across both organisations.

The policy will be implemented from the **1st December 2020**.

Appendix 1 of the Policy includes a list of exceptions by supplier that currently include areas like Pharmacy and Catering where a different ordering system is already used. This list will be reviewed on a regular basis. Please access the link for the most recent version.

The list of exceptions has been issued to the General Managers and will be available on the Procurement Intranet pages.

All staff are reminded that you must not commit to any expenditure without approval from a Budget Holder / Authorised Signatory, or without this being placed by the Procurement team.

Any advice / queries can be addressed by emailing: –

Procurement contact

Stephen Wilson
Head of Procurement
stephen.wilson8@nhs.net

Finance contact

Vanessa Singleton
Head of Financial Accounting
vanessa.singleton@nhs.net

We have set up a FAQ document where there are common queries raised by individuals relating to the policy which will be available on the Procurement Intranet pages.

Link to No Purchase Order No Pay policy

https://intranet.chesterfieldroyal.nhs.uk/facts_figures_forums/divisions/facilities/procurement/no_po,_no_pay_policy

Link to list of exceptions

https://intranet.chesterfieldroyal.nhs.uk/facts_figures_forums/divisions/facilities/procurement/exceptions_list_(to_the_no_po,_no_pay_policy)

Link to frequently asked questions

https://intranet.chesterfieldroyal.nhs.uk/facts_figures_forums/divisions/facilities/procurement/faq's_(for_the_no_po,_no_pay_policy)