

The Diocese of Gloucester Academies Trust

Purchase to Pay Process

Step	School	Approver(s)	System	Supplier	Central Team
1	Identify the need to purchase an item(s).				
2	<p>Enter the request for the purchase on the finance system.</p> <p>Submit the request of the system.</p> <p>Should the request be over £5,000 documents will need to be attached with the supplier's quotations.</p> <p>The available budget is shown on the system at the entry stage.</p> <p>Submit the request.</p> <p>The request will have an id number. This is a request, not a purchase order.</p>				
3			<p>The system sends the request to the budget holder.</p> <p>The request may be sent to multiple people depending on the value and whether there is a proposed overspend.</p>		
4		<p>The approver reviews the request and either accepts it (approves it) or rejects it.</p> <p>The originator will be notified if it is accepted or rejected.</p>			
5			Email notification sent to originator or approvers actions		
6	<p>If rejected, then the request is cancelled. It can be copied to start as a base for a new one.</p> <p>If accepted, the school can send the purchase order out to the supplier.</p>				
7				Receives the purchase order	

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8				Sends goods/services to the school	
9	Receive goods/services				
10	Confirm that the goods/services have been delivered satisfactory (or not).				
11				Sends invoice	
12					Invoice received and matched to the purchase order
13			Notification to school to confirm if goods/services are received if not already done so.		
14	Confirm that the goods/services have been delivered satisfactory (or not) if not already done so.				
15			Sent to approver for second approval should there be a difference which is outside of tolerance on the invoice compared to the order.		
16		Confirm pricing variation is acceptable.			
17				Following receipt and approved invoice, invoice is available for payment.	
18					Invoice selected for payment on next payment run, based on due dates.
19					Payment made
20			System emails remittance advice to the supplier		
21				Supplier receives remittance advice detailing payment	