

Direct Purchase Invoices

Overview

All purchases should be pre authorised on the finance system using the purchase request/purchase order route. However, it is recognised that in reality some purchases will fall outside of this due to need. Therefore due to timescales between expected order and invoice, the following may be processed as a direct invoice:

- Low valued amazon orders, expected to be delivered day following order (up to £100)
- Short term supply, i.e. same day/same week.
- Emergency repairs, for example broken boiler, broken window
- Insurance
- Alternative provision providers
- Low value curriculum and food provisions (up to £100)

This list is not exhaustive. There is a report available from the system to see which suppliers are incorporated with the above.

There is no budget check using this entry route as it is deemed the purchase has already been made and that pre approvals took place off line.

Step	School	Approver(s)	System	Central Team
1	Agree with the budget holder the need to make a purchase for the school.			
2	Place the order with the supplier.			
3	Enter the purchase invoice directly on the finance system.			
4			The system sends the invoice to the budget holder. The invoice may be sent to multiple people depending on the value and whether there is a proposed over spend.	
5		The approver review the invoice and either accepts it (approves it) or queries it. Queries will need resolution before the claim is released to be paid.		
6			Following approval the invoice is available for payment.	

Finance Handbook

Last Reviewed: 23 September 2023

Step	School	Approver(s)	System	Central Team
7				Invoice selected for payment on next payment run, based on due dates.
8				Payment made
9			System emails remittance advice to the Supplier.	
10			Supplier receives remittance advice detailing payment	