

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST
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ITEMS NOT REQUIRING A PURCHASE ORDER

The following items are exempt from the EProc Purchase Order procedure.

- 1. Utilities**
Agreements held by Estates and invoices checked & approved by them accordingly.
- 2. Agency Staff**
These should have agreements between the Trust and the Agencies to determine hourly rates paid and are monitored through the Bank Office.
- 3. BT Phones**
New lines should have order raised, but monthly rentals and call charges are approved outside the system. Regular charges are monitored by Systems Development.
- 4. Mobile Phones**
New phones require a Purchase Order, but calls and rental costs are paid on FPM on a consolidated invoice & should be monitored by each budget holder.
- 5. Property Rent Agreements** (including Community Health Partnership & NHS Prop Co)
Agreements are held by Estates Department and checked & approved by Property Manager.
- 6. General Rates, Council Tax Payments & PFI Payments**
Agreements are held by Estates Department and checked & approved by Property Manager and/ or set up as recurring payments.
- 7. Franking Machines**
Postal payments only are on recurring payments (to be treated the same way as cash floats, as the machines hold a financial balance.)
- 8. Office Depot orders, Pharmacy Orders and products from NHS Supply Chain**
These are all ordered through on-line systems with integrated approval processes in place.
- 9. Reimbursements for personal expenses** (including Governor and volunteer expenses)
These should be reclaimed using an expenses form.
- 10. Medical devices maintenance (Althea)**
Costs are paid on FPM on a consolidated invoice checked by the Trust Medical Devices lead.

FP01/03 – REQUISITIONING OF GOODS AND SERVICES

11. Legal Services

The Legal Services Procedure (CPG63) confirms the process for requesting legal services. Amalgamated invoices are received which could include charges for legal services from a number of different Trust departments, and as such, there could be several orders raised for which one invoice is ultimately raised. All legal invoices are approved / verified by legal team prior to payment.

12. Petty Cash

May only be used in accordance with the Petty Cash Finance Procedure

13. Fleet Vehicle extensions only

New vehicle car orders will have orders; ad-hoc monthly lease extensions do not have orders as the final date of delivery of a new vehicle is only confirmed two weeks before delivery.

14. Taxis

Only used in accordance with the Trust's Taxi Policy / Procedure

15. HMRC Payments

Ad-hoc payments for fines and penalties, total payments are not known until HMRC have provided a final settlement figure.

16. Service Level Agreements between NHS organisations

SLA's in place & often split coding so manual sign off required

17. Optician Payments from Community Eye Clinic Prescriptions

Invoices are checked against each eye prescription by the Eye Service and then approved and sent to AP for payment.