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.
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.