The Finance Department are no longer accepting paper forms.

Please complete this form electronically, and submit following the process below:

The Invoice/expense claim:

* The invoice is reviewed for accuracy as normal
* If the invoice/claim is received via email, the person who requested the goods/service must contact the supplier by telephone in order to confirm bank details. *We must be extra vigilant over any email correspondence, especially in relation to bank payment details. Finance therefore cannot contact the supplier as they will not have the ability to verify the supplier.*
* After satisfactory verification, the invoice is saved/scanned/photographed by the requisitioner into the [O:\Cross Departmental Information\Purchase Ledger Invoices](file:///O:\Cross%20Departmental%20Information\Purchase%20Ledger%20Invoices) folder
* The invoice should be saved in the naming convention of: Supplier Name\_Invoice Date\_Requester Initials

The Authorisation process:

* An [RFP is completed](https://www2.worc.ac.uk/finance/) digitally\* (click link to download from the website).  If payment terms are any different to those stated on the invoice this must be noted on the actual RFP (see example RFP attached)
* Ensure the cost centre and account code are completed
* The RFP & copy of invoice are attached to an email to be sent to the next person in the authorisation chain
* The recipient types ‘authorised’ in the body of the email, before sending to the next person in the authorisation chain. (If you don’t want to authorise, return to the person who sent the invoice to you). Finance do not need to be advised unless the invoice will NEVER be authorised, in which case email [purchaseledger@worc.ac.uk](mailto:purchaseledger@worc.ac.uk) stating the supplier name,\_invoice date\_requester initials PLUS the amount so that the saved invoice can be identified & re-filed.
* Any comments/amendments MUST be outlined on the RFP eg pay sooner/later than invoice terms, and the email must state ‘amended RFP’ in addition to ‘authorised’
* The final person in the authorisation chain, also types ‘authorised’ and forwards to [purchaseledger@worc.ac.uk](mailto:purchaseledger@worc.ac.uk)

Purchase Ledger will:

* Review the email chain for appropriate authorisation
* Compare the invoice attached to the email to the invoice saved on the O: Drive - to ensure the email chain has not been intercepted
* The invoice will be recorded and payment made, both as per the RFP. If sections of the RFP are not completed then the invoice will be used as reference\*, eg description, payment terms

\*As the invoice will be attached to the RFP email chain, there is no need to retype detail on the RFP.

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| Name of Supplier: Click here to enter text. Date: Click here to enter a date.  Supplier Address (If known): Click here to enter text.  If payment is to be made via BACs, please ensure bank account details are provided either on an invoice, email or company headed paper. |
| Description of purchase/Payment to be made:  Click here to enter text.  Total Cost (including delivery if applicable): £  Cost centre: Click here to enter text. Account code: Click here to enter text. |
| Delivery to (if applicable)  Name: Click here to enter text.  Room: Click here to enter text. |
| Payment requested by: Click here to enter text.  Certified by authorised signatory:  Print Name: ­ |
| To be completed by Finance Financial Approval (if required): Date request received:Date processed:Processed by:Order reference:Goods received (date):Foreign exchange fee (if applicable):Transaction reference:Coded on-line: |