

## **Purchase Order Exemptions**

From 1<sup>st</sup> October 2019, the University will be implementing a 'No Purchase Order, No Payment' policy (No PO No Pay).

This means that, after this date, if a supplier submits an invoice for payment it must quote a valid PO number which has been raised in advance using the PECOS system (with some valid exceptions, where it is impractical to raise a purchase order in advance. Please see the list below).

### List of exceptions to raise a PO

- Goods and services routinely covered by the School/Dept purchasing card e.g. office stationery online purchasing
- Utilities - electricity, gas, water, rates etc
- Telephone bills - landline and mobile
- Mail and postal services
- Hire of contract taxis (currently ComCab)
- Library books, journals and periodicals
- Authorised travel (via Diversity or Scotrail)
- Fuel for University vehicles
- Student accommodation, where subject to existing long-term lease agreements
- General leases, which are subject to Direct Debits or standing orders (e.g. vehicle, machinery and MFD leases)
- Non-procurement related payments to (or on behalf of) Public Bodies, made under legislative (or similar) obligations