



Worcestershire County Council (WCC) has implemented a 'No Purchase Order, No Payment Policy' from 1<sup>st</sup> May 2015 in order to reduce processing times and streamline the process for payment of invoices. This means tha



No Po No Pay is good practice; however schools are not formally included in the Policy so there will not be any change to the payment process for invoices for schools. You should continue to send all school related invoices directly to the school.

If you currently provide services to the Council as part of a standard contract in the following areas, the existing arrangements continue to apply, where billing should continue to be submitted to the relevant service area:

Adults and Children's social care placements  
Property/building contracts  
Transport contracts  
Library books  
Highways contracts  
Street lighting contracts

**Purchase Cards** The Council use purchase cards for low value and one off purchases, you will receive a card number to process the payment against.

Lines open:                      8.30am   5.00pm Monday to Thursday  
    8.30am   4.30pm on Fridays

For all general queries                      -        [paymentenquiries@worcestershire.gov.uk](mailto:paymentenquiries@worcestershire.gov.uk)  
Invoice to be paid quoting a PO number   -        [invoices@worcestershire.gov.uk](mailto:invoices@worcestershire.gov.uk)  
Query related to your vendor record      -        [sapvendors@worcestershire.gov.uk](mailto:sapvendors@worcestershire.gov.uk)