

Wirral Community Health & Care NHS Foundation Trust

And

Wirral University Teaching Hospital NHS Foundation Trust

REMINDER - NO PURCHASE ORDER NO PAY POLICY

Dear Colleagues

This is a reminder that the Trust operates a No Purchase Order, No Pay policy. All goods and services must be ordered using an official Trust purchase order, and suppliers must quote this number on their invoices for payment to be processed.

We know that suppliers may sometimes act on verbal requests made in good faith. However, placing orders without a valid purchase order leads to delays, creates unnecessary administrative work, and prevents invoices from being paid promptly. Please ensure that a purchase order is raised before any commitment is made to a supplier.

It is important to note that committing Trust expenditure without following the correct procurement and ordering process is a breach of the Trust's Standing Financial Instructions. Adhering to the purchase order process protects both the organisation and individual staff members, and helps maintain strong financial governance.

Thank you for your cooperation in supporting these essential controls and helping us maintain positive relationships with our suppliers.

If you have any questions about purchase orders or invoicing procedures, please contact our Procurement Team at wuth.procurementqueries@nhs.net

For Accounts Payable queries, please use the appropriate email address:

- wuth.apqueries@nhs.net for Wirral University Teaching Hospital NHS Foundation Trust
- wchc.apqueries@nhs.net for Wirral Community Health & Care NHS Foundation Trust