No Purchase Order No Pay Policy

Frequently Asked Questions

Q. What is the No Purchase Order No Pay policy?

From the 1st March 2015 Cheshire Constabulary are implementing a “No PO No Pay” (No Purchase Order No Pay) policy in order to reduce processing times and streamline the process for payment of invoices. This means that without an official Cheshire Constabulary purchase order, payment of supplier invoices could be delayed.

All suppliers of goods and / or services to the Constabulary must only accept a verbal or written order when a purchase order number is given. Any invoice received that does not quote a valid purchase order number will not be processed and will be returned to the supplier.

Q. Why implement this policy of No PO No Pay?

The Constabulary wishes to streamline the process for payment of invoices within terms of trade (if a PO number is quoted) and reduce processing costs for the Constabulary where invoices are processed without the need for manual intervention.

Q. Will I be paid any quicker if I quote a PO number?

Unless agreed otherwise, standard payment terms are 30 days from receiving an invoice quoting a valid PO number.

Invoices received without a valid PO number quoted will not be paid and will be returned. This may lead to a delay in the payment process.

A valid Cheshire Constabulary purchase order is made up of eleven digits, beginning with 9074. Quoting a valid purchase order number will ensure invoices are paid on time.

Q. Requests for goods and services have been made in the past without a PO number being quoted. Will this still happen?

As a result of formalising our purchasing arrangements, from the 1st March 2015 all financial commitments for goods and services must be made using a purchase order. As part of the No PO No Pay policy the supplier is expected to put the valid PO number on the invoice, otherwise it will be returned.
Q. An invoice has been returned requesting a valid PO number to be quoted. How can this be obtained?

You should contact the Police Officer or member of staff who gave the original instruction to supply the goods/services and ask them to provide a valid PO number.

When obtained, you should send a replacement invoice, quoting the valid PO number to:

The Police and Crime Commissioner for Cheshire
PO Box 274
MFSS Accounts
Winsford
Cheshire
CW7 9FX

Or email an electronic copy to: mfss.accounts@cheshire.pnn.police.uk

Q. What should I do if I am not a supplier and I have received a letter?

Some individuals who have received payments/grants from Cheshire Constabulary in the past have been recognised in our accounting system as suppliers. If you have received a letter and do not provide us with goods and services please disregard the letter and we apologise for any inconvenience.