

## **Paying out money using purchase orders (external companies)**

Some companies and departments of the university (including UEA print services), require a purchase order before they will send you an invoice. This acts as a promise of payment where we tell the company you have the money to pay before they send you the goods. It should contain the products you would like to purchase.

Purchase orders can only be sent to suppliers (a company for which we have the bank details and contact details) so if you don't know, email [su.accounts@uea.ac.uk](mailto:su.accounts@uea.ac.uk) to ask if the company you want to buy from is already a supplier.

If the company is not a supplier we will need:

- their bank account number
- their sort code
- their bank name
- a contact name and email address

To get a purchase order, you may need to contact the company or look on their website to get the price of the items you want to purchase. Check if there is a penalty for cancelling the order or a cost for making returns if the items are incorrect, as this cost would come out of your subs. Please allow 7 days, once all permissions and info has been received, for purchase orders to be raised.

You will then contact [su.accounts@uea.ac.uk](mailto:su.accounts@uea.ac.uk) and tell us:

- what you want to buy
- which company/supplier you are buying from
- how many
- how much each item costs
- any delivery costs
- the total cost of the order

Your President, Secretary and Treasurer will all need to send this email to give their authorisation to raise the purchase order. This acts as permission to make the payment when the time comes.

## What happens next?

- Once we have this info and authorisations, we will make a purchase order and send it over to the supplier using the contact details we have on file.
- When they have received our purchase order, the supplier will provide you with the goods/services you have requested and the invoice. **You have not paid any money yet.**
- An invoice is a bill for what you have ordered – it should show the purchase order number on it, so we know that the transactions are connected. The union will pay this automatically if it has a corresponding purchase order number on it.

**Remember, we are here to help!** Please contact [su.accounts@uea.ac.uk](mailto:su.accounts@uea.ac.uk) with any questions and we can discuss your issues and explain anything confusing.