

No PO No Pay Policy

- Bolton Council now operates a policy of **No PO No Pay**.
- This means that if a supplier submits an invoice for payment of goods or services it must quote a Purchase Order number on the invoice they submit.
- The PO number must be printed on the invoice and not on the body of the email that they attach the invoice to.
- The PO number will be of a specific format that being BC8*****.
- Invoices that are submitted without a PO number quoted will be returned to the supplier unpaid
- Where possible invoices should be emailed to [Accounts Payable](#). Invoices submitted electronically tend to be paid quicker as they require little or no manual intervention
- Emails with multiple invoice numbers need to have each invoice attached to the email as separate documents to be processed
- Invoices that have been sent through to departments must also have the PO number on the invoice
- Invoices sent to Accounts Payable from departments that do not have the PO number printed on the invoice (not the email as the system does not recognise these numbers) will be returned to the Council Officer that submitted them

The above conditions will apply to all invoices for goods/services supplied to the Council. The only exceptions will apply to invoices that come through other systems and processes, e.g. CONTROCC, Liquid Logic, Tranman, SIMS (this list is not exhaustive)