Staff member would like to place an order

Is the item available with an existing college Supplier?

No

What is the total value of the order?

<£100

Reimbursement via Expenses

Staff member completes order using their personal card

Order is delivered to EE Stores

Staff member completes claim via MyExpenses system

Staff member sends their yellow envelope to the Expenses Team in Central Finance

EEE dept. approves the staff member’s expense claim request

Staff member is reimbursed for order

≥£100

Multiple orders with same Supplier?

No

One-off order/payment - Virtual Credit Card

VCC request form is completed and sent to FO

FO requests RBS PO

FO requests RBS VCC number

VCC number is generated and sent back to Requester

Requester completes payment using VCC

Payment confirmation is sent back to FO by Requester for dept. records

Yes

Purchase Order is raised

Order is delivered to EE Stores

Supplier invoice is sent directly from Supplier to Accounts Payable

Invoice for Goods/Service is paid

New Supplier request form submitted

Supplier is added to ICIS by Purchasing

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