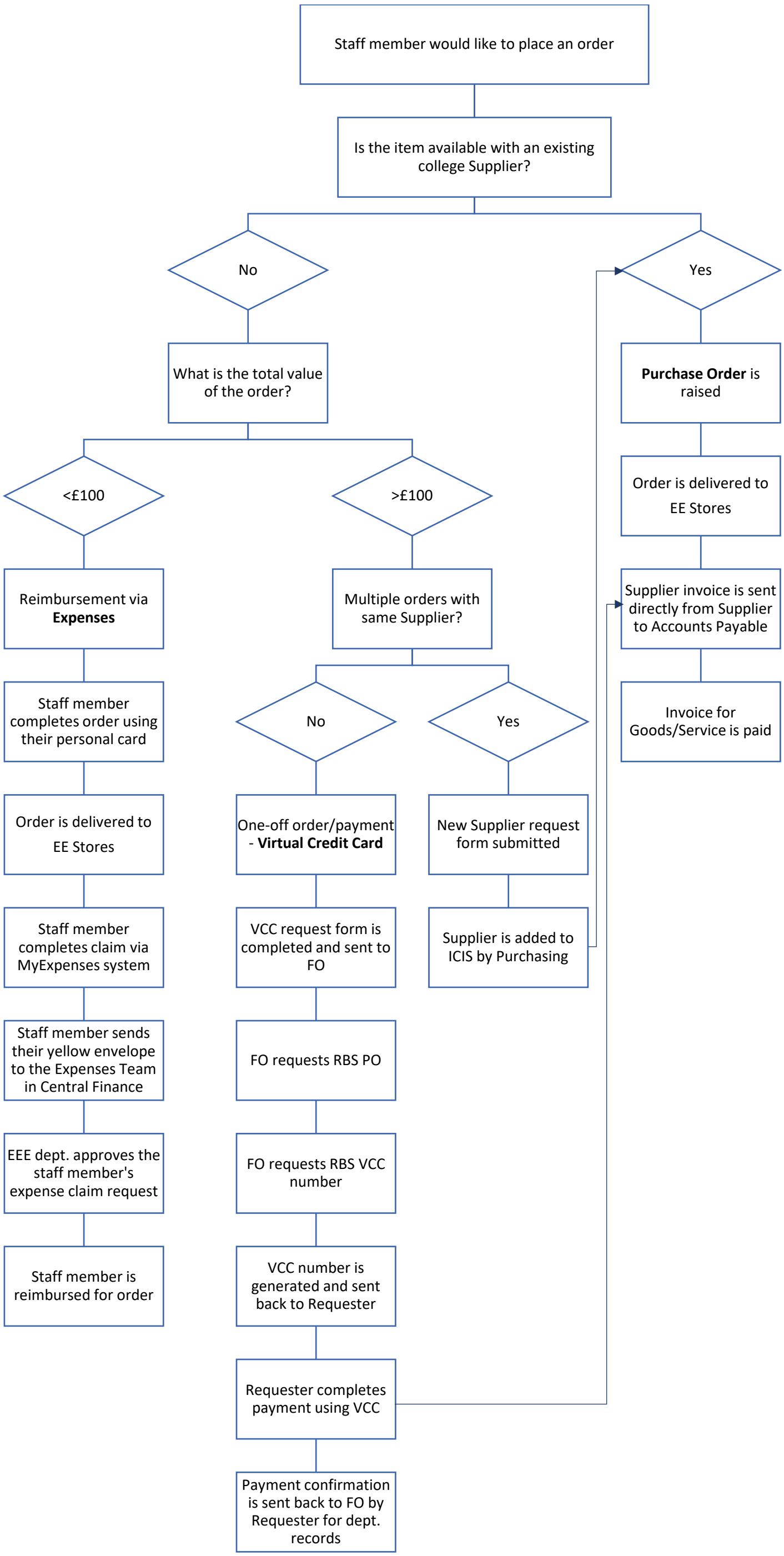
Staff member would like to place an order
Is the item available with an existing college Supplier?
No
Yes
What is the total value of the order?
<£100
>£100
Reimbursement via **Expenses**
Staff member completes order using their personal card
Order is delivered to EE Stores
Staff member completes claim 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
Multiple orders with same Supplier?
No
Yes
One-off order/payment - **Virtual Credit Card**
New Supplier request form submitted
VCC request form is completed and sent to FO
Supplier is added to ICIS by Purchasing
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
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