



Cheque Payments

We have made a change to the way we charge you for raising a cheque. Previously we would charge by JT every quarter. Now, we will be charging when the cheque is raised. You will see the entry on your transaction listing in the same month that the cheque was raised.

Unless we are informed differently the same budget code will be used as stated on the invoice. The charge to raise a cheque remains at £50.00



NEWSLETTER



NEW SUPPLIER REQUEST FORM

We are receiving up to 50 requests a day. When submitting a new supplier request form you are now given a number. Please can you write the number (it ends in an "E") at the top of any relevant invoice. This will help us match the invoice to the request. To help you select a supplier category there is a list of the categories and sub categories published on the Knet link shown below.

<http://knet2/policies-and-procedures/finance-and-procurement/procurement/Supplier%20Category%20and%20Sub%20Category%20List%2018%20Aug%202010.pdf>

CONTACTING EXCHEQUER

When emailing us can we ask that you put your contact phone number at the end of your message. Not everyone has a Knet phone book entry and if we need to phone you we have difficulties in finding a number to call.



PURCHASE CARD DEADLINES

Each month Cardholders and Approvers will receive an email from noreply@gpcesolutions between the 4th-10th of the month. You have until the 25th of that month to log in and review/approve the transactions. The approved transactions are then uploaded into Oracle. Failure to approve by 25th will mean that the transactions will not appear in Oracle that month and the budget will not accurately reflect spend.

What is a CHAPS payment?

– it is an immediate payment direct into another bank account without going via the BACS system.

Exchequer are now responsible for making CHAPS payments for urgent payments to suppliers where the payment would normally have gone through Accounts Payable. Other types of CHAPS requests are still dealt with by Geoff Hall in Treasury.

CHAPS payments are not the norm and should only be requested where the supplier's contractual terms have been missed AND non payment will cause hardship or attract interest.

Any requests should come to Linda Arnold or Marion Goodman by email by 11am and should state why the payment cannot be made in the normal way through BACS.

If the request is granted Exchequer will then need the payment documentation signed by the manager requesting the CHAPS.

As payments by CHAPS are resource hungry we will be making a £100 charge and this will be charged in the same manner as a cheque (payments to Jacobs Engineering and Ringway are not charged).



BANK Scams

We are receiving reports from local authorities around the country that they are receiving bogus letters on company headed paper which request changes to their bank account details.

We have changed our procedures so that, when we



receive a request, we are using the existing details to contact the company to check before making the changes.

Can units just be aware that these scams are in existence and we are doing everything we can to reduce the risk of KCC falling into the trap.

If you receive a request please forward onto kccvendor@kent.gov.uk and tell us if you suspect that it is a scam.

