

## Annex A

### Action Plan – No Purchase Order No Pay

<b>Audit Recommendation</b>	<b>Actions Proposed</b>	<b>Status</b>	<b>Target Date/ Completed by</b>	<b>Revised Date</b>	<b>Responsible Officer</b>
Policy & Processes	1. Review appropriateness of the policy	Completed	31/12/2023	-	Principal Accountant
	2. Consult with key stakeholders	Completed	31/12/2023	-	
	3. Review invoice data and identify services that need support	Ongoing	31/12/2023	31/05/2024	
	4. Make necessary changes to policy/processes	In progress	31/12/2023	31/05/2024	
	5. Issue exemptions in consultation with Procurement	Now BAU	31/12/2023	31/05/2024	
Training provision	6. Review training offered and attendance	In progress	31/03/2024	31/07/2024	Systems Accountant
	7. Refresher training on the policy	In progress	31/03/2024	31/07/2024	
	8. Consider whether mandatory training is required.	Completed	31/03/2024	31/03/2024	
Role of Business Support	9. Identify users within business support that are undertaking retrospective ordering	Completed	31/12/2023	-	Principal Accountant/

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	10. Discuss with services if orders can be raised by someone in the dept	Ongoing	31/03/2024	31/03/2024	Head of Business Support
	11. Review authorisation processes	Completed	31/12/2024	-	
Exemptions list	12. Review current list of exemptions in consultation with Procurement	Completed	31/12/2024	-	Principal Accountant/ Head of Procurement
	13. Makes revisions and notify suppliers of changes	Completed	31/12/2024	31/05/2024	
	14. Reissue to Creditors team and make available on the intranet	Completed	31/12/2024	-	