

Important Information for Schools

Unsolicited invoices

School staff are reminded that orders for goods and services should be generated through OrderPoint wherever possible.

Official purchase orders should be raised with documented approval obtained from an authorised officer prior to placement. Observance of the documented procurement procedures will help ensure that all invoices processed, accurately reflect only the goods and services ordered and received by the school.

Audit services periodically receive reports that Derbyshire schools are in receipt of unsolicited invoices submitted by fraudulent or unscrupulous suppliers. These invoices are often tailored to include the name of the headteacher along with a fictitious order number for the supposed purchase of curriculum related resources, although no goods are ever received.

These unsolicited invoices are easily identifiable by schools with robust procurement procedures as no accompanying orders can be located. Historically there have been instances where such invoices have been processed and paid by Derbyshire schools indicating poor ordering and goods receipting processes.

An example of a recent unsolicited invoice from the company 'Making Changes', received by at least two Derbyshire schools, has been provided for your reference. In both instances the schools confirmed that the supplier was unknown to them and that no such goods had been received.

Example of unsolicited invoices from Making Changes

Making Changes

INVOICE

Making Changes
Office 121
19 Lever Street
Manchester
M1 1AN

INVOICE # 24147
DATE JUNE 14, 2016

TO:

SHIP TO:
Same as recipient

| SALESPERSON | PURCHASE ORDER | REQUISITIONER | SHIPPED | TERMS |
|---------------|----------------|---------------|----------|---------|
| David Berkley | 10112806 | | 14/07/16 | 30 Days |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
|-----------|--|------------|--------|
| 30 | Coping With Bullying - Charolette Gullilan | 7.89 | 236.70 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SUBTOTAL | | | 236.70 |
| SHIPPING | | | 0.00 |
| TOTAL DUE | | | 236.70 |

Please make all cheques payable to: Making Changes
For BACS Payments Use: Bank: Santander, Account Number: 02108438, Sort Code: 09-01-29



OFFICE 121
19 LEVER STREET
MANCHESTER, M1 1AN

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