



## **PAYMENT POLICY**

DSES is committed to following fair and reasonable payment practices.

DSES Principal and Financial Controller are responsible for the Payment Policy .

**The DSES Payment Policy commits to pay undisputed and valid invoices within 5 days with the remainder being paid in 30 days.**

DSES will:-

- a) Pay suppliers promptly in line, and in compliance with the terms and conditions of the contract awarded.
- b) Agree payment terms at the outset of a transaction and above by those terms.
- c) Where there is no contractual provision or other understanding, suppliers will be paid within 30 days of receipt of goods or services, or the presentation of a valid invoice, whichever is the later.

**DSES is committed to paying correctly submitted invoices. A correctly submitted invoice is one that:**

- a) Is delivered on time in accordance with the contract.
- b) Is for the correct sum
- c) Is in respect of goods/services supplied or delivered to the required quality.
- d) Includes the date, supplier name, contact details and bank details.
- e) Quotes the relevant purchase order reference (where used) and
- f) Has been delivered to the nominated address

## **Procedures**

In accordance with the aim of this policy DSES when procuring goods and services will:-

- a) Make payment within the timescale as agreed in the contract
- b) Advise the supplier of DSES's nominated address for submission of invoices.  
On receipt of an invoice DSES will check and log the invoice and then forward it to the Principal and Financial Controller for payment.

## **Payment Methods**

Payment to DSES suppliers is usually made by BACS and/or electronic means.

## **NOTE**

As a small and emerging charity, DSES purchase many items and services direct by the Principal or their appointee. Where this occurs it may be by actual or electronic means. Acknowledgement of/or confirmation of any order must be obtained and approved by the Principal and confirmed by the Financial Controller.