**SCHOOL FINANCE: CENTRAL PAID INVOICES**

For WBC maintained schools signed up the Schools Finance Traded Services package, have the invoices for central payment service available to them. Please note this is not extended to Academies or Cash Schools.

**All requests should be submitted to:** schoolsfinancehelpdesk@wokingham.gov.uk

**Each request MUST contain the following**:

* PDF copy of the invoice
* Invoice nominal value MUST be over £1K
* Please ensure the invoice has not already been submitted for payment or been paid via your bank account.
* Correct coding details:
	+ - Cost Centre
		- Account Code:
			* RXXXX for revenue or;
			* CXXXX for capital project code and correct work order CXXXX-XXX

NB: Please ensure you are using the correct coding and ensure you have enough budget left to cover the invoice on the capital fund. Any queries please contact the capital team.

* Signed by authorised personnel with the relevant authority level in accordance with your school’s latest RCO:

*NB: If the net invoice amount is over the limit of all signatories, the signatory with the greatest limit should sign (but if not available, another signatory can sign), however, the school should provide a copy of their Governors meeting minutes where the work was approved by the governing body.*

*NB: We cannot accept an invoice signed by multiple signatories to make up the invoice amount. If you feel your sign off level on your RCO is not high enough, please discuss at the Governors meeting and re-submit a new signed RCO form (blank forms are available on the Schools Finance website).*

*NB: Chair of Governors is not eligible to sign off an invoice as this is an operational duty not a strategic procedure.*

* The Council's standard payment terms are 30 days from receipt of invoice.

If you have any queries please contact the schoolsfinancehelpdesk@wokingham.gov.uk