**Section 17, CLA & LC Payment Requests**

**Requesting Payments**

A Financial Instruction must be completed for all payment requests.

**Process for requesting a payment**

The process to request a payment is below and **must** be followed for payments to be arranged.

1. Allocated worker completes Financial Instruction Template Email (below) with the details of their request.
2. Form is sent to Team Manager for approval. Team Manager sends to Head of Service.

Heads of Service can approve requests up to £1,000, Service Directors up to £250,000 and Corporate Director up to £1,000,000.

1. Manager responds to the request including the relevant business support mailbox as well as the allocated worker.
2. BSO arranges payment, either through LCS/ContrOCC or via PO/LO and invoice in SAP.
3. All payments must be recorded in the ‘Costs’ tab in LCS, whatever the payment method (i.e. including off-system payments such as purchase card and petty cash).
4. BSO to copy and paste the information from the completed Finance Instruction Email into the comments box of the payment record in ‘Costs’.

**Please see attached email template/form for completion:**



**Or copy and paste this information into an email:**

**Subject:** Payment Request (Section 17/20/31)

**All information below MUST be provided in order for business support to process this request. Missing information will result in the request being sent back to the worker to re-complete and may result in a delay**.

**LCS ID:**

**YP Surname:**

**YP First Name:**

**Legal Status:**

**New or Updated request:**

**Reason for spend -** FULL DETAILS - *This* ***must*** *include detail as to all other options explored before deciding to progress with a payment*:

**Vendor/Provider:**

**Start Date:**

**REVIEW DATE:**

**Purchasing Card payment:**

**Frequency (one off / weekly /2 weekly / monthly):**

**TOTAL COST:**

**BREAKDOWN/FREQUENCY OF COSTS:**

**AUDIT TRAIL**

**Requested by (worker name):**

**Authorised by (see 2 above):**