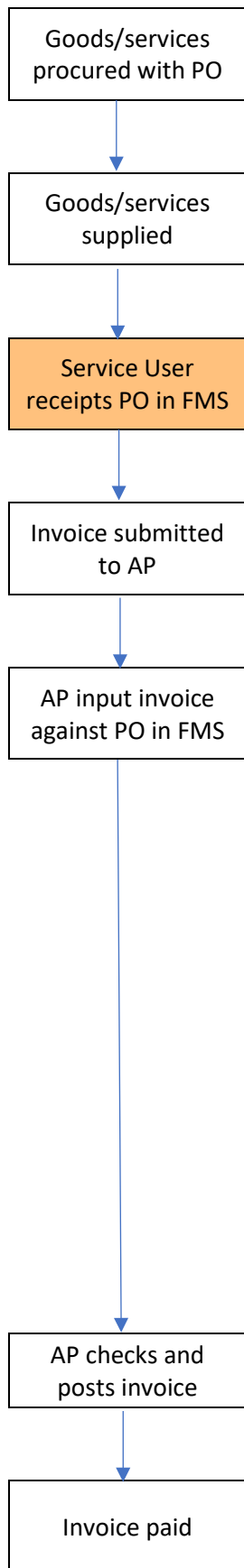
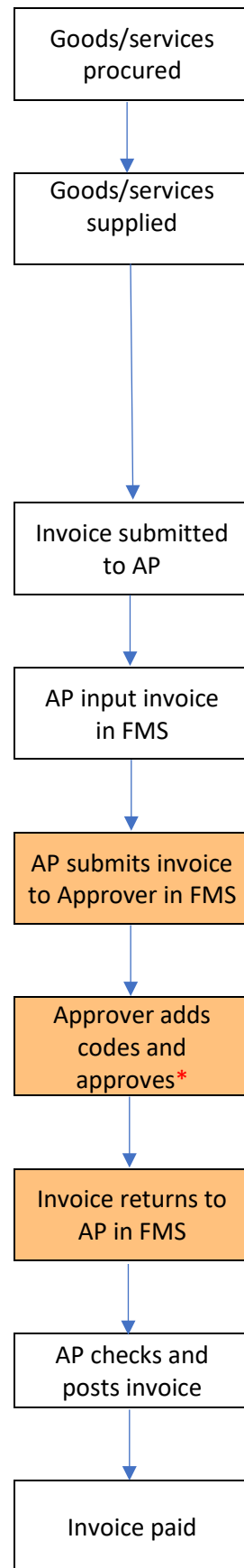


**Appendix 1 – Typical Stages of PO vs non-PO backed invoices**

**Invoices backed by a PO**



**Invoices without a PO**



\*The delays to payments usually occurs at this stage because invoices can come in when the approver is away from work. Whereas, if the Service User has received the PO at the time the goods/services have been received, invoices can be paid as early as the same day they are submitted to AP.