SUPPLIER) *[note: use full legal/corporate name]*

(ADDRESS)

To be sent by email & post

**Heart of England NHS Foundation Trust (‘the Trust’) – Urgent message to all suppliers**

Dear Supplier,

As you may be aware, the Trust is facing an unprecedented financial challenge in this financial year. This has resulted in Monitor, the health regulator, recently finding the trust was in breach of its license to provide NHS services.

The current run rate of expenditure within the Trust is unsustainable and significant urgent action needs to be taken to address this situation to ensure we can continue to deliver safe services to the community.

Financial controls within the Trust are been strengthened, including processes concerning suppliers. Effective immediately, no orders should be accepted by any supplier without a valid and duly authorized purchase order. **The Trust will not be liable for any invoices submitted without a valid purchase order.** Please inform all other departments that may be affected by this change.

Please note that in accordance with the standard financial instructions of the Trust, only Executive Directors have the power to commit the Trust to contracts and the Trust will not be held liable for any contracts not authorized appropriately.

The tightening of these controls is a permanent measure to improve financial governance within the Trust.

Thank you in advance for your cooperation and support. We will be in further contact as we progress through the year.

Sincerely,



Darren Cattell

Finance Director