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PH-HP-ID&BP Documents - Unformatted Document

"Re: Fw: FYI: Jecock, Rowena has not confirmed receipt of items on order 485356"

| | |
|-----------------|---|
| File Reference: | IDY/005/010/006/001 |
| File Title: | ID&BP - Blood Safety & Supply - Historical Contamination of Blood and Blood Products - Contaminated Blood Payment Schemes - Finance : General |
| Filed by: | Ben Cole/HP-SL/DOH/GB on 30/12/2011 at 10:18 |
| Created by: | Kay Ellis/SHASM/DOH/GB on 06/12/2011 at 18:36 |
| Recipients: | Julie Lucas; Ben Cole (SendTo, CopyTo & BlindCopyTo if applicable) |

, <- By default all readers can see document.

Document Security:

Who can read? All readers of this document database

Kay Ellis/SHASM/DOH/GB
06/12/2011 18:36

To Julie Lucas/OIS/DOH@GRO-C Ben Cole
cc
bcc
Subject Re: Fw: FYI: Jecock, Rowena has not confirmed receipt of
items on order
4853561B283E69B528F9CE80257958004DA664

As Michelle is off this week, please could you complete the receipt form and send to Julie so that payment can be made when DH receives the invoice.



- Receipt Form 2[1].doc

Thanks

Kay

Rowena Jecock/PH6/DOH/GB

Rowena
Jecock/PH6/DOH/GB
30/11/2011 15:11

To Julie Lucas/OIS/DOH@GRO-C
cc Ben Cole/HP-SL/DOH/GB@GRO-C Kay
Ellis/SHASM/DOH/GB@GRO-C Michelle
Robertson/PH6/DOH/GB@GRO-C David
Haywood/PH6/DOH/GB@GRO-C
Baxter/OIS/DOH@GRO-C
Subject Re: Fw: FYI: Jecock, Rowena has not confirmed receipt of
items on order 485356

I received a similar email this morning. I have forwarded earlier requests to Michelle for action, but presumably she was not able to deal with this during the few days she was back.

Glen emailed me on 28 July to say he intended to set up a PO for Caxton Foundation set-up costs - value £86,797 based on estimated costs provided by Linda Haigh. It appears that the invoice was for a lower amount (£81,031.20) leaving a balance of £5765.80 on the PO.

I approved the request for Glen, presumably in Nannerl's absence. However, receipting it will either have to:

1. await Michelle's return (assuming she's back on Monday. Glen is on leave next week, and he has other higher priority work to complete this week).
2. see if Julie Pettman can assist, if Michelle is not back on Monday.

Julie - in the meantime, could you please contact Linda Haigh and get her written confirmation by return that the Caxton Foundation has received the £81,031.20 worth of goods/services for which she invoiced us, so it can be receipted without delay next week.

David - apologies for the delay in dealing with this.

Julie Lucas/OIS/DOH

Julie Lucas/OIS/DOH
30/11/2011 10:35

To Ben Cole/HP-SL/DOH/GB@GRO-C Rowena
Jecock/PH6/DOH/GB@GRO-C
cc
Subject Fw: FYI: Jecock, Rowena has not confirmed receipt of
items on order 485356

Do you know what this is for because I have no idea!

Julie Lucas
Blood Borne Virus Team
Infectious Diseases and Blood Policy Branch
Department of Health
Room 531, Wellington House
Waterloo Road
London, SE1 8UG
email: Julie.Lucas@GRO-C
direct line: GRO-C

----- Forwarded by Julie Lucas/OIS/DOH on 30/11/2011 10:35 -----

Michelle Haywood/PH6/DOH/GB
Sent by: Kay
Ellis/SHASM/DOH/GB
29/11/2011 17:36

To Ben Cole, Julie Lucas/OIS/DOH@GRO-C
cc Michelle Haywood
Subject Fw: FYI: Jecock, Rowena has not confirmed receipt of items on order 485356

Please could one of you complete a receipt form for this (if you know what this if for) so this can be paid. Please pass form to Glen to process (if any probs, please speak to Rowena - we may need to ask another Buying Co-ordinator to do this).

Thanks

Kay

----- Forwarded by Kay Ellis/SHASM/DOH/GB on 29/11/2011 17:34 -----

Ailsa Wight/PH6/DOH/GB
Sent by: Lee
Robertson/PH6/DOH/GB
21/11/2011 10:05

To Michelle Haywood/PH6/DOH/GB@GRO-C
cc
Subject Fw: FYI: Jecock, Rowena has not confirmed receipt of items on order 485356

Michelle

Can you receipt this?

Lee

----- Forwarded by Lee Robertson/PH6/DOH/GB on 21/11/2011 10:04 -----

BMS SPRD Workflow Mailer
<noreply@GRO-C>
21/11/2011 06:13
Please respond to
noreply@GRO-C

To Ailsa Wight/PH6/DOH/GB@GRO-C
cc
Subject FYI: Jecock, Rowena has not confirmed receipt of items on order 485356

To **Wight, Ailsa**
Sent **21-NOV-11 06:10:57**
ID **9143762**

A receipt for the goods or services has not been entered. The Requester has already been sent emails to ask them to contact the Buying Coordinator and advise them of the receipt.

Please discuss this with the requester in order to either ensure that the receipt is recorded or the need-by-date on the purchase order is corrected.

Supplier: CAXTON FOUNDATION
Due Date: 28-AUG-2011

Note to Receiver:

#1: The Caxton Foundation's start up costs (Moving office, fitting out new offices etc). GBP 1
Quantity to be received 5765.8 GBP
Quantity received to date 81031.2 GBP



Notification Detail.html