

## No PO, No Pay Project

**Audience:** HMCTS Off contract Interpreters

**Date of issue:** 29<sup>th</sup> September 2023

**Purpose of communication:** Explanation of where to send invoices from 2 October

To be issued by: MOJ via NRPSI

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**For the attention of:** Interpreters providing services to the HM Courts & Tribunals Service

Dear Language Professional,

As a government department spending public money, we need to make sure our spending is controlled and monitored. We are strengthening our internal controls and making changes to our payment process.

This letter provides you with important information that you need to be aware of when submitting an invoice, including where you need to send all future invoices to.

### Invoices

From the **2 October**, please send all invoices directly to the court that made the booking with you.

Please **do not** quote the cost centre reference on your invoice.

The Courts email address you need to send your invoice to will be provided in your booking confirmation letter/email.

After 2 October please **ONLY** send your invoice directly to the Court and do not copy in any other email addresses you may have for SSCL.

### Who do I contact if I have a query?

If you have any questions, please contact the court that made the original booking with you.

We would like to take this opportunity to thank you for the services you provide to us and look forward to our continued partnership and working with you in the future.

Yours faithfully,

Finance Operations

HM Courts & Tribunals Service