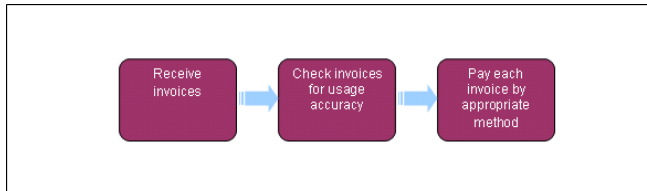


RIPA - Pay Invoices

This procedure is used by the communications single point of contact (SPOC) to check and pay invoices received at varying intervals from communication service providers (CSPs), either directly or via the Home Office. Under the Regulation of Investigatory Powers Act (RIPA), information relevant to criminal enforcement can be requested from CSPs by criminal legal enforcement investigators. The charges levied by the CSPs are reflective of the effort and cost incurred in providing the information.

The SPOC is responsible for checking for any discrepancies, resolving them with the provider concerned, and arranging payment by government procurement card (GPC) against the invoices. GPC payments are checked by the designated person (the authorising manager).

For more information refer to the Policy, Law and Decision Making Guidance 



Receive Invoices

1. Communications Service Providers (CSPs) send invoices to the single point of contact (SPOC) every month.
2. The Home Office sends invoices to the SPOC every six months on behalf of:
 - BT
 - Virgin
 - Kingston
 - O2
 - Vodafone
 - Talk Talk
3. The Home Office sends information regarding usage prior to the invoice being calculated. This is the Child Maintenance Group's (CMG's) opportunity to agree or query usage.
4. In either case, it is your responsibility to check that the invoice has been received. You must check the usage information carefully, ensuring that a corresponding notice is held for each entry on the usage report.
5. Any discrepancies or queries must be raised with the CSP. The Home Office must also be made aware if these relate to a Home Office invoice. Once the usage information has been approved, the Home Office calculates the invoice and it cannot subsequently be amended.
6. If the invoice is directly from a CSP, you must:
 - Pay the invoice using the government procurement card (GPC).
 - Save a copy of an emailed invoice in the central shared directory for RIPA in the invoice folder.
 - Store a copy of a postal or faxed invoice in the secure locked cabinet in a separate invoice folder.
7. If the invoice is from the Home Office, then for each of the six CSP's the you must separately:
 - Complete **Payment Authority RM6** with the information included in the invoice and forward it, along with a copy of the invoice, by email to:
 CM Financial Control and Management Team
 BP5302
 Longbenton
 to request payment to the Home Office.
 - Update the communications data small system cost column.
 - Calculate the average cost for each of the CSPs and insert this cost against each request on the communications data small system spreadsheet.
 - Store a copy of the usage information, invoice and the RM6 in the communications data shared directory.

Actions of the designated person

8. The government procurement card statement is received every month. The designated person (the authorising manager):
- Receives an email by the 8th of each month advising that the GPC card statement is available online using the JP Morgan smart data online system (SDOL).
 - Logs on to SDOL by entering the 16-digit card number and the password provided by the GPC management team on set up.
 - Requests all copies of invoices shown on the statement from the you.
 - Checks that each one has been authorised and paid for the correct amount.

Payment Authority RM6

[RIPA - Apply For Information](#)

[RIPA - SPOC Considers Referral](#)

[RIPA - SPOC Issues Notice](#)

[RIPA - Information Returned](#)

[RIPA - Weed Applications](#)

[Terminology Changes](#)