**Commitments Outstanding – Automatic write-off**

During the year alerts are run automatically every week to identify commitments to be written off which meet the parameters below:

* Total PO less than £100k
* Order and latest GRN are older than 90 days and % outstanding 10% or less than PO value and less than or equal to £10,000.
* Order and latest GRN are older than 180 days and % outstanding 50% or less than PO value and less than or equal to £50,000.
* Excludes call off orders.
* Excludes where there are invoices in workflow.

Note that orders (including call-off orders) more than 365 days old and outstanding amount less than £10,000 will be written off automatically with no alert to requisitioner.

For orders more than 365 days old (including call-off orders) and outstanding amount greater than £10,000 alert goes to Requisitioner, they are required to confirm whether to write-off.

The write off is performed regularly during the year.