

December 2009 / January 2010

PLEASE NOTE BBC EMPLOYEES

There are three options for BBC Award Entries:

Exceptional Payment Form (EPF)

Your Finance Officer / Department will be able to raise an Exceptional Payment Form (EPF) which enables you to raise payment without an invoice.

Purchase Order / Invoice

If your department is unable to raise an EPF, then please ensure you obtain an authorised Purchase Order for your Award Entry, and either email or send the CBC Administrator a copy of the Purchase Order, or at the very least the Purchase Order number and we will raise an invoice for payment.

Credit Card

Some departments have a credit card, and Paypal is available for this. Send Paypal Payment to info@cbc.org.uk (you do not need a Paypal Account to do this). Ensure the Paypal Reference is communicated to the CBC Administrator so that payment and award entry can be matched.

Christian Broadcasting Council has an account with the BBC (Supplier No: 1059283) to use on your EPF/Purchase Orders.

If you have a query call 020 8294 0658

Thank you!

Christian Broadcasting Council