



dhsp&l

Department:

Human Settlements, Public Safety & Liaison (Public Safety Branch)

North West Provincial Government

REPUBLIC OF SOUTH AFRICA

THE USE OF TSM 5 / PAYMENT ADVICE POLICY

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TSM 5 / PAYMENT ADVICE POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to control the use of one time vendors within the Department of Public Safety and Liaison
- 1.2 The policy is developed to minimise the use of suppliers as one time vendor and the occurrence of duplicate vendors. The policy will define the procedure for creating and controlling of one time vendors.

2. SCOPE

The policy applies to all Department of Public Safety and Liaison staff members including contractual workers and interns.

3. POLICY FRAMEWORK

- 3.1 TSM 5 / Payment advice vendor is used when a purchased is less than R50 000.00.
- 3.2 TSM 5 / Payment advice vendor shall be used for all payments made to vendors that are paid one time basis or very infrequently and that are not established in the Provincial database
- 3.3 TSM 5 / Payment advice vendor shall be used to process payments from non-departmental staff members (interview claims, competition, debate, DOTY, etc)
- 3.4 TSM 5 / Payment advice vendor shall not be used to process refunds of expenditures related to payments made to vendors for which a vendor master record exists on Provincial database.
- 3.5 TSM 5 / Payment advice vendor shall not be used for payments made to other government departments and other public entities. These departments should be registered on BAS.
- 3.6 When a vendor is created, the last names, initials, identity number, full address and banking details are essential.
- 3.7 Banking details form with bank stamp is essential to confirm banking details
- 3.8 The following claims will be used as one time vendor
 - a) Refunds
 - b) Interview claim
 - c) Debate competition payment
 - d) Driver of the year competition(DOTY)
 - e) Road rangers

4. SUPPORTING DOCUMENTS

Supporting documents as outlined on annexure A.

5. CONSEQUENCES OF BREACH OF POLICY

Any person who breaches this policy and in so doing causes financial and material loss to the Department shall be required to refund the Department or rectify the loss and be liable for disciplinary action.

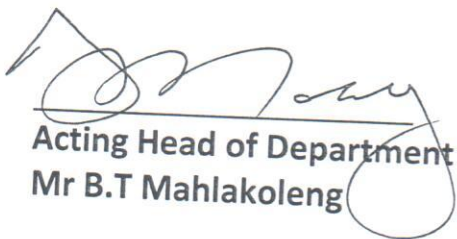
6. REVIEW OF POLICY

This policy shall take effect on the 1st April 2012 and be reviewed as and when required.

APPROVED / ~~NOT APPROVED~~

Comments:

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Acting Head of Department
Mr B.T Mahlakoleng

07/09/2012
Date

ANNEXURE A

CHECK LIST FOR ALL CREDITORS PAYMENTS

CLAIMS

1. DOTY (Driver of the year) competition

- a. List of participants (drivers)
- b. Nomination letter to participate on the competition
- c. ID Copy
- d. Full address with postal code
- e. Banking details form
- f. Account type(e.g. savings or cheque)
- g. Branch code(own bank)
- h. Competition results
- i. Prizes for the winners
- j. VA2 (approved)
- k. TSM 5(approved)

2. Debate competitions

- a. List of participants (learners)
- b. ID Copy
- c. Full address with postal code
- d. Banking details form
- e. Account type (e.g. savings or cheque)
- f. Bank branch code(own)
- g. Competition results
- h. Prizes for the winner
- i. VA2 (approved)
- j. TSM 5(approved)

3. Road Rangers

- a. Appointment letter

TSM 5 / PAYMENT ADVICE POLICY

- b. ID Copy
- c. Full address with postal code
- d. Banking details form
- e. Account type (e.g. savings or cheque)
- f. Branch code (own bank)
- g. Attendance register
- h. tariff (Casual workers)
- i. VA2 (approved)
- j. TSM 5(approved)

4. Refunds - Catering

- a. VA 2 / Requisition voucher/ control sheet
- b. Cash receipts
- c. List of officials
- d. Banking details form
- e. VA2 (approved)
- f. TSM 5(approved)

5. Claim for travelling - interviews

- a. Invitation letter
- b. ID Copy
- c. Full address with postal code
- d. Banking details form
- e. Account type (e.g. savings or cheque)
- f. Branch code (own bank)
- g. S&T form
- h. Transport Tariffs
- i. VA2(approved)
- j. TSM 5(approved)

6. Claims – access for subsidized vehicles

- a. Tax Invoice
- b. Trip authority form
- c. Accident report
- d. Banking details form
- e. VA2 (approved)
- f. TSM 5(approved)

Payments section will verify the following:

- The name and signature of a person preparing the advice appears on the form
- The requisition form and the invoice have been attached to the payment
- The responsibility manager/programme manager has approved the expenditure item.
- Budget is available for the expenditure item
- Correct budget allocation has been used
- The supplier name on the requisition form and the invoice are the same
- The amount on the payment advise is the same as the invoice amount
- The end user has signed the invoice to certify that the service has been rendered.