



**dcs&tm**

Department:  
Community Safety & Transport Management  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



# THE USE OF TSM5 /PAYMENT ADVICE POLICY

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## 1. PURPOSE

- 1.1 The purpose of this policy is to control the use of one time vendors within the Department Community Safety & Transport Management
- 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 Community Safety and Transport Management staff members including contractual workers and interns.

## 3. POLICY FRAMEWORK

- 3.1 TSM5 / Payment advice shall be used to process payments for non-departmental staff members (e.g. interview claims, competition, etc.)
- 3.2 TSM5 / Payment advice shall be used to process payments for Departmental staff members for refunds on expenses incurred on behalf of the department (e.g. interview claims, catering etc.)
- 3.3 TSM5 / Payment advice shall be used for all payments made to vendors that are paid on one-time basis and that are not registered on the Provincial supplier database.
- 3.4 When TSM5 / Payment advice is used, SCM financial Delegations must be taken into consideration for approval, when vendors in 3.3 above are paid.
- 3.5 TSM5 / Payment advice shall not be used to process refunds of expenditures related to payments made to vendors who are registered on Provincial Supplier database.

## 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 subjected to disciplinary action.

## 6. REVIEW OF POLICY

This policy shall take effect on the 9 October 2017 and be reviewed as and when required.

APPROVED BY:



Head of Department  
Ms. Botlhale Mofokeng

Date

24/04/2015