



Payment, Authorisation and Requisition

1. Verification and Authorisation for Payment

A “Payment Requisition” form (refer to Appendix 14) is the document used to request the payment of claims and invoices. The Payment Requisition form is a request for payment only and must be supported by documentation such as an original invoice or expense form. The form must be authorised for payment as outlined in the Section 9.3 - Schedule of Delegation.

Note that coding of all expenses is required.

Multiple same supplier invoices may be processed using the same Payment Requisition form. Supporting documents must be stapled to the back of the Payment Requisition. In cases where a request is made for reimbursement of expenses already incurred, receipts to the value of the claim must also be stapled to the supporting document.

2. Substantiation and Supporting Documentation

The following table lists:

- Payment requests for which a Payment Requisition is required
- The supporting document appropriate to each payment request
- Any additional supporting documentation which must be provided

Type of Payment	Substantiation to accompany “Payment Requisition”
Invoice	Original invoice
Magazine Subscription	Copy of the completed subscription form
Reimbursement of general expenses	Original receipts to the value of the claim
Reimbursement of travel expenses	Travel log / Log Book noting kms travelled & purpose of trip to the value of the claim
Advance payment / deposit	Copy of contract / invoice
Office contractor expense reimbursements	Original receipts to the value of the invoice

Supplier and contractor invoices and reimbursement for expenses incorrectly authorised or substantiated, cannot be paid.

3. Credit Cards and Statements

Corporate credit cards are used only for purchases of goods / services on behalf of the Branch or Institute, up to the maximum value of the card and must **not** be used for private expenditure.

Institute contractor invoices must not be paid by corporate credit card and must be forwarded to National Accounts Office for payment.

It is the responsibility of the cardholder to ensure that all transactions on the credit card statement are true and correct. Any dispute must be investigated by the cardholder with the supplier.



Lost or Stolen cards – If a card is lost or stolen, the cardholder must inform the Commonwealth Bank for immediate cancellation (Commonwealth Bank dedicated phone line 131 576 24 hours a day, 7 days a week) and inform the National Accounts Office immediately.

The monthly credit card statements will be forwarded to the card holder, for verification and detailed explanation. Immediate return via email / fax is required, to enable accurate and timely recording in the branch accounts.

Scanned copies of invoices and receipts to the value of the credit card purchases are to be attached to the statement and subsequently submitted within 5 days to the National Accounts Office. Job or expense codes are to be allocated for all credit card expenses.

The credit card statement must be authorised by two authorised branch signatories.

4. Paying Invoices, Expense Reimbursements and Contracts

The National Accounts Office organises a weekly “payment run” to facilitate timely payment of supplier accounts. The Payment run is processed on the Wednesday of each week for all suppliers and expense reimbursements.

For payment to be made on the Wednesday, the National Accounts Office requires all appropriate documentation by 12.00 noon on the preceding Tuesday. This enables sufficient time to perform the transaction processing as well as appropriate verification procedures.

Payments can be made by Cheque, EFT / Direct Deposit, B/Pay.
Accounts deemed urgent or immediate, can be paid in an emergency by an Institute credit card holder, particularly for Branch function venue deposits.