

Payment of Invoices if Suppliers:

Do accept Credit Card:

- Arrange Purchase
- If possible provide Credit Card at time of order
- If not, pay by Credit Card as soon as Invoice is received
- Always check that payment has come out of Credit Card when authorising payments online
- If not, either follow up directly or ask Finance to follow up

Don't accept Credit Card:

MUST RAISE ORDER NUMBER!!

- Arrange Purchase
- When Invoice is received stamp with Red **Authorisation** Stamp
- Attach Purchase Order to Invoice
- Return to Finance for payment

Monthly Credit Card Verification:

(Wait for Credit Card Statement in first week of each month)

1. Verify all Invoices (that are listed on Credit Card Statement into NAB.
2. Remember to put your name or initials in description field (in brackets).
3. Remember to change the Asset and Resource Flag to yes if item is to be included in Assets/Resource Register.
4. Print & Sign & Date Expense Report when all Invoices on statement have been verified.
5. Staple together:
 - Expense Report
 - Statement
 - Verified Invoices &
6. Place in 2nd Red Plastic Folder and return to Finance at Tindale by 15th of each month.

Assets:

- 1) When your Faculty purchases a new asset, or other equipment that should be entered onto the Asset/Resource Register, please ensure that you let the Finance Officer know by:
 - a. Copying the invoice
 - b. Completing and attaching an Asset Acquisition form (attached – additional copies can be found under forms on the Intranet) which should contain all of the following information:
 - the asset type, make and model,
 - the Serial Number,
 - where it was purchased from,
 - the cost, and
 - where the asset or resource will be located in the school (including campus)

- 2) As a reminder, the definition of items to be included in the Asset Register:
 - Items over \$5000 are classified as an ASSET.
 - Items between \$1000 - \$5000 are classified as a RESOURCE.
 - Items under \$1000 which are portable & attractive are generally also included in the Asset Register as they would more likely be stolen or damaged, such as iPads.

- 3) Any items that do not fit this definition should be entered into your departmental spreadsheet for insurance and stocktake purposes.

Purchase of Equipment/Asset's:

- These must be charged against a D account.
- Check with Finance which D account to charge each transaction against and provide a copy of the Invoice so funds can be transferred.
- Then let Finance know which N account will fund the purchase.