



FINANCE GUIDE



**FACULTY OF
INFORMATICS**

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- [Finance forms](#)
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- [Finance manuals and support](#)
- [Personnel \(including travel\) forms](#)
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Making a Purchase

Process

Please complete a [Purchase Requisition form](#) and forward to the relevant approval authority for approval prior to purchase. For complicated or high value purchases you should check with Faculty Finance prior to submitting to the Approver.



Faculty Finance will place the order to be delivered to the person requesting the goods. Upon delivery the packing slip or tax invoice should be noted as having received the goods and that they are satisfactory before forwarding to Faculty Finance. This will release the funds for payment to the supplier.

The [Purchasing and Procurement Policy](#) deals specifically with the purchase of goods and services and supports, and is supported by, several other policies. Please refer to this document for details.

Enter your details here.

PURCHASE REQUISITION		
FACULTY/DIVISION/UNIT DETAILS		
REQUISITION NUMBER <input type="text"/>	LOCATION <input type="text"/>	PROJECT NUMBER <input type="text"/>
UNIT <input type="text"/>	PHONE <input type="text"/>	PROJECT NAME <input type="text"/>
REQUISITIONER <input type="text"/>	EMAIL <input type="text"/>	
POSITION <input type="text"/>	DATE <input type="text"/>	
SUPPLIER DETAILS & DELIVERY INSTRUCTIONS		
SUPPLIER NAME <input type="text"/>	CONTACT NAME <input type="text"/>	WEB ADDRESS <input type="text"/>
ABN <input type="text"/>	PHONE <input type="text"/>	DELIVERY DATE <input type="text"/>
ADDRESS <input type="text"/>	FAX <input type="text"/>	DELIVER TO: DISTRIBUTION CENTRE <input type="checkbox"/>
<input type="text"/>	EMAIL <input type="text"/>	AS ARRANGED <input type="checkbox"/> FOR COLLECTION <input type="checkbox"/>
QUOTE DETAILS		
Click here to view the Purchasing Policy		
<small>Verbal or faxed quotes are satisfactory for low risk goods/services costing less than \$5,000. For low risk purchases over \$5,000 but below \$100,000 a minimum of three written quotes is required and must be attached to this form. Always refer to the Purchasing and Procurement Policy for specific advice.</small>		
QUOTES OBTAINED AND ATTACHED Yes / No? <input type="text"/>	QUOTE NUMBER/REFERENCE <input type="text"/>	QUOTE DATE <input type="text"/>

Enter the details of your nominated supplier here.

Enter details of quotes obtained.

Suppliers & Quotes

More than one quote may need to be provided depending on the value or risk associated with the purchase. Purchases from suppliers who are unknown to the University, are offshore or who require payment in advance are examples of high risk purchases.

OHS specifications can be found in the appendix of the [OHS Purchasing Guidelines](#).

Price per unit (box, packet etc) of goods to be purchased

ITEMS REQUIRED											
Line No.	Qty	Unit	Description of Goods	OHS Requirement	Part No. / Catalogue No.	Cost Centre	Object Code	GST (Yes/No)	Unit Price (Incl GST)	Unit Price (Ex. GST)	Total Price (Ex. GST)
1								Yes			
2								Yes			
3								Yes			
4								Yes			
5								Yes			
6								Yes			
7								Yes			
8								Yes			
Sub-Total											\$0.00
Handling / Other Fee							7640	Yes			
Freight / Delivery Fee							7640	Yes			
Total											\$0.00

Quantity and description of goods to be purchased.

How are you funding your purchase?

Delivery charges are additional to most purchases but aren't always quoted.

Description of Goods

To avoid the risk of ordering incorrect goods please be as descriptive as possible. Quoting part numbers or an ISBN will reduce the risk of ordering incorrect goods. This is especially important for technical parts that are required to meet exact specifications.

Cost centre

The cost centre is the source of funds for the purchase. It is a question for the individual business units to answer as they are responsible for deciding how to spend their own funds.

Price

Please take care to identify whether the cost includes GST and delivery charges as these items can significantly affect the total cost of the purchase.

Additional instructions not included elsewhere.

These questions address specific policies.

SPECIAL INSTRUCTIONS	
<small>Note any special instructions or delivery instructions here</small>	
OHS ETHICS and FINANCIAL REQUIREMENTS	
<small>Click here to go to the OHS website</small>	
SPECIFY THE OHS REQUIREMENTS	
HAVE YOU COMPLETED A RISK ASSESSMENT? Yes <input type="checkbox"/> No <input type="checkbox"/> I/A <input type="checkbox"/>	IS THERE CONFLICT OF INTEREST? Yes <input type="checkbox"/> No <input type="checkbox"/>
DO YOU HAVE ETHICS CLEARANCE FOR THIS PURCHASE? Yes <input type="checkbox"/> No <input type="checkbox"/> I/A <input type="checkbox"/>	If "Yes", specify the ETHICS NUMBER here
HAVE YOU CHECKED FUNDS AVAILABILITY? Yes <input type="checkbox"/> No <input type="checkbox"/>	Funds available
PRIEST NAME	SIGNATURE
ASSET DETAILS	
<small>Click here to view the Asset Policy</small>	
Does this purchase relate to an asset? Yes <input type="checkbox"/> No <input type="checkbox"/>	ASSET NUMBER
ASSET LOCATION (eg. Building & Room No.)	ASSET CUSTODIAN
<small>If uncertain about whether any of the item(s) you are ordering are Assets, please don't hesitate to contact the Assets Officer, Financial Services (Click this link for contact details)</small>	
AUTHORISATION	
<small>Click here to view Section 1 of the Public Finance & Audit Act 1983</small>	
DELEGATED OFFICER'S NAME	POSITION
SIGNATURE	DATE
	UNIT
	STAFF ID
SECOND AUTHORITY IF REQUIRED	
DELEGATED OFFICER'S NAME	POSITION
SIGNATURE	DATE
	UNIT
	STAFF ID
PURCHASE ORDER	
PURCHASE ORDER NO.	SIGNATURE OF PURCHASING OFFICER

All assets must be recorded. This also applies to purchases made from off shore teaching accounts and consultancy accounts.

Compliance

The final portion of the form deals with any additional information or instructions for the purchase as well as addressing specific policies that applies to purchases in addition to the Purchasing and Procurement Policy.

Assets

Higher value goods and goods with an extended useful life are considered assets. All assets must be recorded within the individual business unit on the UoW asset register. This applies to all purchases made by the University and extends to purchases made from off shore teaching accounts and consultancy accounts.



Paying invoices where a purchase requisition was not used



Purchase Requisitions should be used for every purchase but at times purchases will be made directly by the business unit. These purchases should be pre-approved and will typically be for low value, school based goods or services such as catering for meetings.

Process

When the tax invoice is received note it with a brief description of the purpose of the purchase and the cost centre. Once it is signed by a delegated officer forward it to Faculty Finance for payment.

Compliance

Purchases via this method cut out Faculty Finance from the ordering process and therefore do not have the same checks as purchases made with a purchase requisition. This means that individual business units are assuming greater risks and all of the responsibility for the purchase.

Payment to the supplier

The normal University terms are 30 days from the date of the invoice. If you are sourcing products from a new supplier you should advise them up front of the payment terms. They will have to sign a New Supplier Form but discussing upfront may avoid delaying the purchase. The option for payment up front is not available for all suppliers, especially for new suppliers, due to the risk.

Making Credit Card Purchases

Making purchases via UoW corporate credit cards can be more convenient and timely. However, it is important to recognise the increased risks attached and the stricter controls surrounding the use of credit cards. Normal purchasing requirements still apply (see above) except the purchase is executed with a credit card and not via the eProcurement system.

Credit cards must be reconciled at the end of each month so all tax receipts must be sent to the cardholder immediately upon receipt. Cardholders will be unlikely to make future purchases on your behalf if they are not receiving the tax receipts.

Suitable credit card purchases

- Domestic airfares if purchased online at significantly cheaper rates than the University's preferred supplier.
- Low value items – a purchase or reimbursement through the eProcurement system costs about \$15 per transaction.
- One off purchases where the time to establish the new supplier on the finance systems would not be worthwhile.
- Where a supplier's only outlet is online.
- Expenses incurred whilst travelling

Unsuitable credit card purchases

- The purchase of assets should be via eProcurement and asset purchases over \$2,000 are strictly prohibited.
- Where an existing supplier already exists and there is no advantage to using another supplier.
- International airfares – the value and nature of these purchases is such that the supplier should be invoicing the University.

Safety, safety, safety

- The more online purchases we do the more likely we are to experience a fraud. You will still have to pay for any losses you incur.
- Do not 'lend' your credit card to others as you will still be responsible for transactions on your card and not the 'borrower'.

Helpful links

[Purchasing & Procurement Policy, Asset management Policy](#)

[Travel & Entertainment policy](#)

Reimbursement of staff, students or visitors (excluding staff travel)

Process

Please complete a [Payment Request](#) form and attach supporting tax receipts. After approval the payment is sent to Faculty Finance who will complete the object code and tax code for you. Summer scholarships are also paid in this way.



The quickest and most reliable form of payment is a direct credit into a bank account. Staff bank details will already be recorded but student and visitor details may not be known so should be provided where possible.

Payments to foreign accounts for visitors are processed by Financial Services but they will require the bank and account details plus the swift code (or similar identifying code).

Financial Services

ABN: 61 060 567 686

PAYMENT REQUEST

Warning: This Form is NOT to be used to pay Supplier Tax Invoices
(Please use: Tax Invoice Payment Form)

REQUESTED BY		
Full Name	Phone	Date
Position	(Signature)	04-Jan-08
Unit/Dept		

Person requesting the reimbursement. Not always the person being reimbursed

PAYEE DETAILS		
Staff <input checked="" type="radio"/>	Student <input type="radio"/>	Visitor/Guest <input type="radio"/>
Staff or Student No	Address	
Full Name	Town/City	
Unit/Dept	State	Post Code
Phone	Country: Australia	

Details of the person to be reimbursed

Description of Expense <small>(30 characters only)</small>	Cost Centre	Object Code	Tax Code	Gross Amount (Incl. GST)	GST Amount	Net Amount (Ex. GST)
Total						

Total amount to be reimbursed

APPROVED BY		
Full Name	Phone	Date
Position	(Signature)	04-Jan-08
Unit/Dept		

Short description of expense to be reimbursed

How is the reimbursement to be funded?

Reimbursement of travel expenses



For staff...

Please use the [Travel Reimbursement Form](#) which can be downloaded from the Personnel Services Division intranet. The amount requested on this form should be similar to the amount approved on the travel absence form.

After approval send this form to Personnel Services.



For students & visitors...

Please see the [Reimbursement of staff, students or visitors \(excluding staff travel\)](#) section.



Hiring casual staff

The hiring of casual staff, including Research Assistants, is processed through Personnel Services Division. Faculty Finance can offer assistance in budgeting and planning your expenditure. There is also a small supply of authorities available in the Faculty Finance office (building 3 room 110/113). Additional forms are available from the Personnel and Finance office.



Please forward all documentation and enquiries to Personnel Services.

Helpful links

[Academic staff salary details](#)

[General staff salary details](#)

Submitting time sheets for casual staff



Academic staff timesheets are required to be signed by the staff members' supervisor and returned to the school.

General staff timesheets are submitted via the intranet.

Please refer all enquiries to your supervisor in the first instance.

Hint

Submit timesheets regularly to minimise the chances of error and late payment.

Manage my accounts

The Finance staff in the Faculty Office are here to assist you to manage your funding. Please feel free to contact us to discuss your problems or to consider new ideas.



Contact details

Chris Agnew – Faculty Finance Officer
Extension 3248
cagnew@uow.edu.au

Times when you should contact Faculty Finance staff

- Before your research funding expires.
- When you are applying for funding and require budgeting assistance.
- There is an error in the transactions appearing in your account.
- You are planning on making high value or unusual transactions.
- If you have a question regarding compliance.
- You become aware of events that are contrary to UoW policy.

Hint

Be proactive, it is easier and safer to manage your finances if you plan well in advance.

Make an enquiry regarding my pay



Payroll is a function of Staff Services which operates within Personnel Services Division. Please see the below guide for enquiries relating to...

<i>Enquiry relating to...</i>	<i>Direct your enquiry to...</i>
The grade, level or duties of your position.	Your supervisor or manager in the first instance.
Further enquiries relating to the grade, level or duties of your position.	Informatics HR Advisor.
Your timesheets.	Please check with your supervisor in the first instance.
The processing of your pay.	Informatics Payroll Officer.
Reimbursements.	Please see the reimbursements page.
The tax effect of your package or allowances.	Your accountant or financial advisor. UoW is not licensed to provide financial advice.

Helpful links

[Staff Services contacts](#)

Delegations within the Faculty

The following positions are delegated to authorise financial transactions within their area of responsibility up to a pre determined limit.

Dean	Level A
Associate Deans	Level B
Faculty Executive Officer	Level B
Head of School	Level C
Faculty Finance Officer	Level C
Assistant to the Dean	Level D

All transactions must be authorised by one of these officers prior to the expense being incurred. This also includes transactions on off shore teaching accounts and consulting accounts.

Please note that delegations for travel and travel related expenditure differ from general expenditure.

Helpful links

[Delegations Policy](#)

Compliance, what's in it for me?

- It protects you and your reputation in the event of loss to the University.
- If you have a reputation for compliance you will maintain the confidence of others (management, Finance, OH&S etc). Once they lose confidence you will be scrutinised much more closely making life harder than if you were compliant in the first place.
- Competitive advantage in attracting funding, students and staff. If we are professional in our administration and work practices we will enhance our reputation amongst our peers.
- To fully equip our students for life after university they need to be aware of the expectations of large organisations like ours. We should show leadership in this regard.

Making Your Transactions Run Smoothly

- Use existing suppliers where possible, it takes time to set up new suppliers
- Be proactive, don't wait until the last moment
- Be sure to forward any invoices received straight away
- Quote T numbers on all travel related correspondence and documents
- Take copies of your correspondence and transactions
- Quote staff numbers on all correspondence with payroll