FINANCE GUIDE

FACULTY OF INFORMATICS
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Helpful Links

- Finance forms
- Finance policies
- Finance manuals and support
- Personnel (including travel) forms
- Recruitment policies, guidelines and forms
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.
**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.

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**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.

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### ITEMS REQUIRED

<table>
<thead>
<tr>
<th>Unit No.</th>
<th>Qty</th>
<th>Unit</th>
<th>Description of Goods</th>
<th>H&amp;S Requirement</th>
<th>Part No./Catalogue No.</th>
<th>Cost Centre</th>
<th>Object Code</th>
<th>GST (Exc GST)</th>
<th>Unit Price (Exc GST)</th>
<th>Unit Price (Incl GST)</th>
<th>Total Price (Incl GST)</th>
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</tbody>
</table>

Sub-Total: $0.00

Handling / Other Fee: 7648
Freight / Delivery Fee: 7648

Total: $0.00

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

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

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.
Additional instructions not included elsewhere.

These questions address specific policies.

<table>
<thead>
<tr>
<th>Asset Details</th>
<th>Asset Register</th>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Asset Name</td>
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<tr>
<td>Asset Type</td>
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<tr>
<td>Asset Location</td>
<td></td>
</tr>
<tr>
<td>Asset Description</td>
<td></td>
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</tbody>
</table>

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).

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**Financial Services**

**PAYMENT REQUEST**

**This Form is NOT to be used to pay Supplier Tax Invoices**

(Please use: Tax Invoice Payment Form)

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**Person requesting the reimbursement. Not always the person being reimbursed**

**Details of the person to be reimbursed**

**Total amount to be reimbursed**

**Short description of expense to be reimbursed**

**How is the reimbursement to be funded?**

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*Finance Guide, Faculty of Informatics*  
*Version 1.0*
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…

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

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
Associate Deans
Faculty Executive Officer
Head of School
Faculty Finance Officer
Assistant to the Dean

Level A
Level B
Level B
Level C
Level C
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