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Category: Business and Finance	Date Created: November 2000
Responsibility: Finance Manager	Date Last Reviewed: April 2016
Approval: Chief Financial Officer	Version: 16.1

Scope

The purpose of this procedure is to inform staff of the process and define parameters for creditor/ supplier payments.

Responsibility

Chief Financial Officer

Procedure

1. Current approved suppliers reside in JDE and are selected when creating a purchase order. If a purchase is required from a supplier which does not exist in JDE a new supplier account must be created. The New Supplier Request Form must be completed online. It is found at Teams Portal/Business/Finance/Policies, Procedures and Forms/New Supplier Request Form. This online form will route for the required approval. New Suppliers must provide third party verification of their bank account number which should include the bank logo, the account number and the account name in order to be set up. When the account name is different to the suppliers name an explanation will also need to be provided. New supplier request forms must be approved before a purchase is made with the new supplier.
2. The online 'New Supplier Request Form' must be completed for all new suppliers, except when requiring a new supplier to be set up for a student - e.g. to pay a student refund. In this instance, only the third party verification is required.
3. Accounts Payable may make further inquiries either internally or externally to confirm a new supplier is valid.
4. The payment register report and invoices will be checked and authorised by two senior managers.
5. When the payment register report is certified correct, the payment run is authorised and transmitted through the banking system and the cheques are sent out.
6. Confirm if UCOL need to fill out an application form for their system.

Definitions

Authorisers - Authorisers are approved by the Chief Executive and set up with access through the bank. Authorisers include the Chief Executive, CFO, Executive Directors, Executive Dean, Executive Manager, and Directors and any other members of the

Executive Management Team. Staff members with the above titles are not automatically authorisers.

Related Documentation

- [Payments Policy](#)
- [Procurement Policy](#)
- [Procurement Procedure](#)
- [New Supplier Request Form](#)