**HOW DO I PAY FOR GOODS AND SERVICES?**

There are various options: -

**Option 1: Paying for the goods /services yourself and requesting a refund**

* Submit your **original cash receipt, invoice or internet receipt,** reflecting the nature of the goods or services provided. This receipt should be signed by the person requesting the refund.
* **Submit these vouchers**, attached to a payment request, **to the Research Finance office, for a refund.**
* Consult your excel budget matrix provided by the research Finance office, to assign the cost to the most appropriate expense line in the budget
* Enter the 11 digit number in the place provided on the front of the payment request form.
* Ensure you **sign** the form **at the place marked “authorised by”** – this must either be signed by you personally or by any other person you have indicated may sign on your cost centre, when you submitted your “signed authority form” to the Research Finance office. This person must also sign all attached vouchers.
* If you wish to be refunded into a bank account other than the one used by the salaries office to pay your salary, please tick the block BCP and write in your bank details in the blocks provided – this includes your credit card details.
* **Please allow at least three working days (**counting from the day after your request form reaches the Research Finance Office), before you can expect your funds to be reflected in your bank account. *Please note that weekends are not considered working days.*

**What if your cost centre is one from which you may claim VAT,**

* Please ensure that the Rhodes University vat number 4880105657 is reflected on all invoices R3000 or over. Invoices should be made out in the name of the Rhodes University.
* **Break up the expense into two lines: -**
	+ The vat exclusive amount to be debited to your cost centre expense account.
	+ The vat portion of the invoice debited to **the university’s input vat account, namely 05999999192.**

**Option 2A: Issuing of electronic purchase orders to RU regular suppliers**

***If your departmental / Institute’s administrator is able to place electronic orders***

* Ask your administrator to do this on your behalf.
* They will need a quote with vat inclusive prices for each item you wish to purchase. This can be accomplished by obtaining a quote from the supplier in question.
* Either fax through the signed, completed order or hand it to the supplier in person, if they are local and this is more convenient.
* Once the goods are obtained, provide your administrator with a delivery note / invoice, also indicating if the order is complete or not.
* The order is then approved electronically by your administrator and the invoice(s) will need to be forwarded to the creditors’ office, in the finance division.
* This invoice / these invoices will be combined with others purchased by other university staff, and paid in the next scheduled payment run.
* Your administrator will have a schedule of deadlines and payment dates, so if you require the firm to be paid timeously, ensure that there is no delay in having the order approved and the documentation sent to the creditors’ office.

**What if your cost centre is one from which you may claim VAT?**

* Ask your administrator to claim vat automatically, by using the correct vat option, when creating the order. *( If they are unsure, they need to approach the creditors office for further information)*
* Please ensure that the Rhodes University vat number 4880105657 is reflected on all invoices R3000 or over.
* No vat may be claimed on Car Hire,
* Local air travel – this vat should not be claimed when placing the order – it must be done afterwards, by submitting a spreadsheet summary with attached documentation, to the Research Finance Office, who will do this by way of journal entry.

**Option 2B: Issuing of electronic purchase orders to RU regular suppliers.**

***If your departmental / Institute’s administrator is unable to place electronic orders directly.***

* Ask your administrator to send an authorised order request form to the creditors’ office in finance. *(If your administrator is authorised to sign on your account, she or he can sign the request, otherwise it must be done by you personally.)*
* Please ensure there are funds in the cost centre, before the request is sent. *(If the order is urgent and funds are in the pipeline, please phone the Research Finance Office for an override.)*
* The administrator will need a quote with vat inclusive prices for each item you wish to purchase. This can be accomplished by obtaining a quote from the supplier in question.
* Orders processed at the creditors’ office are placed in the pigeonhole slots in the creditors’ office for collection. *(Please don’t make the mistake of assuming the creditors’ clerks will fax the order through to the supplier – asks your administrator to send a messenger to collect it.)*
* Either fax through the signed, completed order or hand it to the supplier in person, if they are local and this is more convenient.
* Once the goods are obtained, provide your administrator with a delivery note / invoice, also indicating if the order is complete or not.
* Please ensure that the creditors office receive a completed GRA (Goods Received Advice), with relevant documentation attached.
* This invoice / these invoices will be combined with others purchased by other university staff, and paid in the next scheduled payment run.
* Your administrator will have a schedule of deadlines and payment dates, so if you require the firm to be paid timeously, ensure that there is no delay in having the order approved and the documentation sent to the creditors’ office.

**What if your cost centre is one from which you may claim VAT?**

* Ask your administrator to tick the correct box on the purchase order request, to ensure the creditors’ clerks process the order with the automatic vat claiming option. It would be advisable to highlight that portion using a brightly coloured highlighter. *( If they are unsure, they need to approach the creditors office for further information)*
* Please ensure that the Rhodes University vat number 4880105657 is reflected on all invoices R3000 or over.
* No vat may be claimed on Car Hire,
* Local air travel – this vat should not be claimed when placing the order – it must be done afterwards, by submitting a spreadsheet summary with attached documentation, to the research finance office, who will do this by way of journal entry.