

## Payment Process

Finance section has been facing challenges with regards to the high number of complaints on delays in payments to staff, students and vendors. Most of these challenges come from lack of understanding by staff of the process and how long it takes for the process to be concluded. We wish to highlight some of these challenges below and appreciate all your support in ensuring that we pay everybody on time.

### Complete Documentation

All sections must ensure that payment documents sent to AP unit is complete, ie, it must be properly approved by the competent authority, all invoices and relevant documents attached, etc. Most of the delays in payment are largely around incomplete documentation.

All payment approvers are requested to always put the date when signing and approving a payment document. This is important, especially to know the validity of the signature for those who are acting in a certain capacity with the delegated financial delegations.

### Per Diems

All per diem forms should be processed by the Accounts Payable Unit within one working day of its receipt. We have been asked on numerous occasions to process per diems immediately for staff due to “leaving today or early tomorrow morning”. This is always costly and disrupts work plans. All staff and students are therefore requested to plan your travels and process your per diems well in advance to avoid last minute rush. Unexpected events do happen and sometimes forms and documents takes time to reach us due to delays in getting them approved from competent staff. **It is in the claimant’s interest to ensure that forms and documents reach Accounts Payable Section, at least 2 – 3 days before travel date.**

The Finance Section will not be responsible for non-payment of per diems due to late submissions of per diem forms and documents. The Per Diem form is strictly for staff and students only.

All per diems for consultants will be processed via a purchase requisition or purchase order. **Please process these one to two weeks in advance** due to the time taken to raise requisitions, orders, signing of blue copies of the order, before we finally pay the bills.

### Petty Cash

All petty cash holders are requested not to wait for the full float to be used up before you start processing your reimbursement claim. **You can claim for reimbursement when you had spent around 50% to 60% of your float.** This will ensure that your small expenditures are not stopped while it takes time for your reimbursements to be approved, processed and paid.

## **Mileage Claims**

This is payable only *post facto*, with an exception, and can be approved by delegates as mentioned in item 8 of the delegations. No staff may however approve their own mileage claim. **Mileage claims of up to F\$50 must be paid from petty cash, claims of higher amount alone may be forwarded to AP unit.**

The revised mileage claim form is available on the web under Finance Forms.

## **Miscellaneous Claims**

The Miscellaneous Claim Form is intended to serve very limited use of *reimbursing staff* for any expenditure (between F\$100 and F\$1k) that they have incurred on behalf of USP. Such expenditure should only be made with the prior approval of competent staff. Reimbursement of expenses within F\$100 should be made from petty cash, and, expenditure exceeding F\$999 should only be made by way of a Purchase Order (PO) issued by Finance section.

The relevant Miscellaneous Claim form is in reality the most widely abused form, filled out for making payments to vendors, consultants etc. This has now been strictly forbidden. All payments to vendors and consultants must be made through purchase requisitions and/or purchase orders.

The revised Miscellaneous Claim Form that reflects its limited use is available on the web under Finance Forms.

## **Purchase Orders**

Payments on purchase orders will only be made on receipt of “signed and approved” Blue Copies of the order by the Accounts Payable Unit. Most of the delays in vendor payments come from the delay in receipt of these “signed” blue copies.

All sections and departments are requested to process these blue copies immediately after the receipt of goods and services and send them to Accounts Payable Unit in a timely manner. We are required to settle all vendor accounts within 30 days of the invoice or receipt of goods/service date.

For partial payments, it is important for sections to complete a partial delivery form and forward to AP section with a copy of the PO for payment.

## **Overseas Payments**

Overseas payments take around 1-2 weeks to process, subject to early clearances received from FIRCA and the Reserve Bank of Fiji. Please ensure that all overseas payment requests are forwarded for payments 3 weeks before the due date to ensure timely settlement.

## Accounts Payable Timelines

The following timelines are important for your information:

1. **All Staff payments** - such as per diems, accountable advances, etc must reach AP unit by **12pm** in order to be processed to your bank account by the end of the following working day. All documents received after 12pm will be processed in the 2<sup>nd</sup> working day.
2. **Vendor payments** – if complete documentations are in order, these will be processed to the vendors account within 3 working days, except for overseas payments, which will take longer subject to receipt of clearances from FIRCA and Reserve Bank of Fiji.

## Accounts Payable Contacts

The following AP staff can be contacted directly for payment queries:

1. For all Staff Payments – contact Mrs Lesi Tuikenatabua on ext. 32756 or e-mail [tuikenatabua@usp.ac.fj](mailto:tuikenatabua@usp.ac.fj).
2. For all local vendor payments – contact Simione Vitiarai on ext. 32595 or e-mail [vitiarai\\_s@usp.ac.fj](mailto:vitiarai_s@usp.ac.fj).
3. For all overseas payments – contact Adneel Kumar on ext. 32758 or e-mail [kumar\\_ad@usp.ac.fj](mailto:kumar_ad@usp.ac.fj).
4. For provisional tax payments – contact Tue Munivai on ext. 32230 or e-mail [munivai\\_t@usp.ac.fj](mailto:munivai_t@usp.ac.fj).

If your queries are not resolved, you can contact the following:

- Satini Manuella, Accountant AP, on ext 32224 or e-mail [manuella\\_s@usp.ac.fj](mailto:manuella_s@usp.ac.fj)
- Kolinio Boila, Finance Manager, on ext 32116 or e-mail [boila\\_k@usp.ac.fj](mailto:boila_k@usp.ac.fj).

## Questions / Concerns

Please contact Kolinio Boila, Finance Manager, if you need further clarifications on any of our process.