

From: All-Staff/All-Student Email Distribution
Sent: Monday, June 24, 2013 9:20 AM
To: all-staff
Subject: USP staff consultancies

Dear Staff

This is to advise that any consultancies provided by USP staff to external USP members within Fiji shall be charged VAT.

The 15% VAT must be included in all invoices you charge to your clients which will be collected and forwarded to FRCA

on a monthly basis. Therefore, all corresponding MOUs and MOAs should reflect the 15% VAT.

Note that all invoices issued on behalf of the University should be issued by the central Finance office and that VAT on consultancies is a compulsory tax by FRCA and USP staff have to strictly comply to this.

In addition, the Director Commercial's (DC) office is responsible for vetting and approving all consultancy agreements undertaken

on behalf of the University so please forward them to Robert Hemi – currently Acting as DC via email hemi_r@usp.ac.fj for approval

before you undertake the consultancy. Please ensure the MOU and/or MOA has the relevant Head of Section's and Dean's endorsement prior to sending it to Robert.

To ensure compliance, all staff consultancy payments must be firstly vetted by the Management Accounting team before they are

forwarded to Payroll for processing. Ps note that going forward, the Payroll office will not accept or register staff consultancy payments that are not vetted by the Management Accounting team.

Please do not hesitate to contact us should you require any further information or clarification on the above.

Thanks
Vandhana

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