

Accounts Payable Stamp

1. All accounts payable invoices sent to Financial Services should have the Accounts Payable stamp (as below or similar) completed.
2. Details on how to complete the accounts payable stamp are found on page 2 and 3 of this document.

Enquiries to Maxine.Danaro@canberra.edu.au or Ann.Urbaniak@canberra.edu.au

Goods: Received	Yes / No
Goods: Descrip	
Name	
Staff ID	
Position	
Date	
Tax Invoice	Yes / No
Supplier Code	
PO No	
Entity	
Cost Centre	
Natural Account Code	
<i>Financial Delegate Approval</i>	
Signature	
Name	
Staff ID	
Date	

Stamp Entry	Description	Explanation (if required).
Goods Received	Yes/No	Circle response. Where possible the 'cost centre' receiver/ organiser of the good or service should complete 'rather than the 'stores' delivery step. See below
Goods Description	Eg Computers/ or Chairs or Consultancy Services	↓
Name	The receiver/ organiser of the goods or service should sign.	Preferably the Goods Received signature is different to the 'delegate' signature. This is particularly important when a physical asset is being purchased for the University. However, in some instances, primarily where 'services' have been received (like a report commissioned etc) the goods received and delegate may be the same person. If the goods received officer and the delegate are the same, please still completed both areas of the stamp (even if it is, as above in the delegate section). Off Shore Team will be asked to Direct enquiries in the first instance to goods received person (rather than the delegate).
Staff ID	S.....	Staff ID number to assist with easier identification for audit / review purposes.
Position	Title, eg Finance Manager	
Date	Eg 10/10/10	
Tax Invoice	Yes/ No	Circle correct response
Supplier Code	Eg 100427	Include if known. Will always be a six digit number.
PO Number	Eg P260000376	Purchase Order No from Finance One Must be included if one has been issued otherwise account could be paid twice. Note June 2010 procurement policy & purchase order rules
Entity	10 or 20 or 30 or 40	UC, College, Union, Natsem
Cost Centre	Eg 1791	Budget Cost Centre. If not completed query will be sent to Goods Received Officer or delegate.
Natural Account Code	Eg 50911	From Chart of Accounts. If not completed query will be sent to Goods Received Officer (first) then the delegate.

FINANCIAL DELEGATE APPROVAL (not required again if the Finance One purchase order process has been followed and the amount to be paid is within the accepted range of the original PO amount – ie 5%).

Signature	Signature of the delegate.	To improve readability / reduce audit queries etc.
Name	Name of the Delegate	
Staff ID	S.....	
Date	Eg 10/10/10	

Notes:

1. Auditor General has requested that whenever possible UC provide some separation of duties between the goods received and the delegated officer approving the expenditure of funds, particularly when 'physical' University assets have been received.
2. There is a 'delivery' process undertaken if the physical good goes through the University store. The appropriate staff member in the cost centre must still undertake a goods receive process for the 'cost centre'.
3. If a Finance One Purchase Order has been received, there is also a 'systems' good receive step. This is done, by separate finance processing staff, in Finance One.
4. Name of delegate is important both for processing and review (as well as signature) as it is hard on occasion to determine who the delegate is.
5. Ensuring as much information is completed as possible – including cost centre and natural account code will ensure that your ledger transactions are accurate and coded where you want them to be (saves journals!!). Technically the delegate should only approve with this information completed as they are approving the expenditure of funds and the 'source of funds'.
6. More stamps are available upon request.

Enquiries to Maxine.Danaro@canberra.edu.au or Ann.Urbaniak@canberra.edu.au