

Project Unity



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AUSTRALIAN MARITIME COLLEGE



# Financial Services Training Program



## Training Program

- When you've got to go – Travel
- How to buy stuff (Today)
- Staying in the good books (26 November 12.30pm)
- How to get paid!
- The rest
- FMIS overview
- FMIS – How to use
- Financial Reporting, Budgeting
- Other Areas
- Finance – who are we?



## Today's Agenda

### How to buy stuff!

- Basics
- Business Cards
- Petty Cash
- Purchase Orders
- Tenders / Quotes
- Reimbursements

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## Purchasing

The University has a range of policies and procedures on financial matters which can be found on these websites:

Financial Services:

[http://www.utas.edu.au/docs/fin\\_services/policies/index.html](http://www.utas.edu.au/docs/fin_services/policies/index.html)

Human Resources:

[http://www.admin.utas.edu.au/hr/manual/policies\\_a-z.html](http://www.admin.utas.edu.au/hr/manual/policies_a-z.html)

It is essential that employees familiarise themselves with the UTAS financial policies and consider them in conjunction with other relevant UTAS 'non-financial' policies.

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**UTAS**

## Paying Bills

<b>If the \$ cost of item is</b>	<b>Then the payment options (in preference order are)</b>
Up to \$200	Business Card or Petty Cash
\$200 to \$3,000	Business Card or Purchase Order
Over \$3,000	Purchase Order or Business Card
Over \$100,000	Tender Required & Purchase Order

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## Responsibility

Whoever makes the purchase on behalf of UTAS is responsible for obtaining the appropriate paperwork for that purchase – usually a Tax Invoice.

More information can be found at in the Purchase Documentation Policy:

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-8.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-8.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-8\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-8_2.html)

## Forms

Financial Services forms can be found at:

[http://www.utas.edu.au/docs/fin\\_services/forms/index.html](http://www.utas.edu.au/docs/fin_services/forms/index.html)

Forms include accounts payable forms, petty cash forms, BCMS forms, claims forms etc.



## Business Cards

Business Card is the University's preferred payment method.

Business Cards can be issued to employees who are responsible for purchasing goods and services or who are required to travel for business purposes.

The Business Card Management System (BCMS) enables card users or delegates to code their expenditure online.

Business Card Policy:

[http://www.utas.edu.au/docs/fin\\_services/policies/bcms\\_business\\_card\\_policy.pdf](http://www.utas.edu.au/docs/fin_services/policies/bcms_business_card_policy.pdf)

BCMS home page:

[http://www.utas.edu.au/docs/fin\\_services/expenditure/bcms.html](http://www.utas.edu.au/docs/fin_services/expenditure/bcms.html)

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## Petty Cash

The University operates a Petty Cash system for purchases less than \$200 where a Business Card cannot be used.

All Petty Cash purchases / reimbursements must be supported with the appropriate documentation.

AMC Petty Cash will be held centrally in Administration.

Petty Cash Policy and Procedures can be found at

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-2.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-2\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-2_2.html)



## Purchase Orders (PO)

Purchase orders are required for payments where petty cash or business cards cannot be used.

Purchase orders are 'raised' in the FMIS by a "Buyer". The Buyer selects the appropriate person to approve the PO. This person approves the PO via an email notification.

Only approved PO's can be printed and sent to the Supplier.

An Invoice is sent to Financial Services and matched to PO. You will not normally see the invoice.

Purchase Order training will be available in early January.

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## Tenders/Quotes

< \$10,000 quotes not necessary

\$10,000 to \$99,999 two written quotes

> \$100,000 tender

For additional information and procedure, go to:

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-7.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-7.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_10-7\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_10-7_2.html)

Request for Tender template and Probity guidelines available at:

[http://www.utas.edu.au/governance\\_legal/legal/staff/tenders/tenders.html](http://www.utas.edu.au/governance_legal/legal/staff/tenders/tenders.html)

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## Reimbursements

### General Reimbursements

Where possible all purchases should be made by Business Card, Purchase Order or Petty Cash.

If this is not practicable reimbursements will be made on submission of an authorised claim and supporting documentation.

For more information go to:

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_12-7.html](http://www.utas.edu.au/docs/fin_services/policies/policy_12-7.html)



## Reimbursements cont..

### Travel Reimbursements

Where an employee travelling for business purposes does not hold a Business Card, reimbursements will be paid on submission of authorised claim and appropriate support documentation.

For travel within Australia reasonable **advances** up to 100% of the allowance schedule (UTAS rates) can be paid upon request.

For travel outside Australia, advances based on up to 100% of the per diem allowance schedule (ATO rates) can be paid.

Travel advances are to be acquitted within one month of the completion of travel. Supporting documentation including travel diary and original invoices and receipts must be submitted.

Funds from travel advances not 'spent' are to be repaid to UTAS.

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## Travel Reimbursements

For more information go to the Travel Reimbursement and Travel Advance policies:

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_12-4.html](http://www.utas.edu.au/docs/fin_services/policies/policy_12-4.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_12-4\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_12-4_2.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-11.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-11.html)

[http://www.utas.edu.au/docs/fin\\_services/policies/policy\\_11-11\\_2.html](http://www.utas.edu.au/docs/fin_services/policies/policy_11-11_2.html)