

ANNEXURE A

**PROVINCIAL TREASURY
FORMATS
OF
TRANSACTION CHECKLISTS**

(Paragraph 6.2 of Provincial Treasury Instructions, 2012)

ORDER CHECKLIST (One checklist per order)

To be completed by the SCM official that checks the order.

Order Number:

ALL REQUISITIONS LINKED TO THIS ORDER:	Yes	No
• Have been approved by cost centre manager (that funds are available)		
• Indicate correct SCOA codes and descriptions		

SOURCING	Yes	No
• Is this a valid item purchased on one of the following valid contracts <ul style="list-style-type: none"> – departmental – other department – transversal 		
• Is completed bidding template attached?		

PROCUREMENT ADVICE	Yes	No
• Is manually approved by authorised delegate		
• Corrections on relevant form initialled		

ORDER	Yes	No
• Is manually approved on relevant form by authorised delegate		

Print name:

Date:

Signature

PAYMENT CHECKLIST (One checklist per payment)

To be completed by the official that authorises the payment on the system.

Order Number (s):

GENERAL	Yes	No
• Is this an order exempted payment?		
• Is this a partial payment?		

DELIVERY (Goods and Services)	Yes	No
• The batch includes confirmation that G&S and quantities delivered match the order.		
• The batch includes confirmation that G&S have been receipted on the SCM system.		

INVOICE	Yes	No
• Is the date of receipt stamped or recorded on the invoice?		
• Is the payment made within 30 days of receipt of invoice?		
• Are all supporting documents stamped "paid"?		
• Is the invoice certified "Correct and Payable"?		
• Does the invoice amount match the order? (ie. Equal or less than order)		
• If the order date is later than invoice date, are reasons attached?		

PAYMENT AUTHORISATION	Yes	No
• Have the correct SCOA codes/description been used?		
• Has this payment been approved by the authorised delegate?		
• Will this payment lead to irregular or fruitless and wasteful expenditure? (*)		
• Has the irregular or fruitless and wasteful expenditure been reported to the relevant authority as required in terms of Treasury Regulation 9.1.2?		

Print name:

Date:

Signature

(*) Valid commitments that will result in irregular or fruitless and wasteful expenditure must still be paid./ Payments which might result in irregular expenditure and which is not a valid commitment must be referred back for investigation.