



FINANCE UNIT

TITLE: Standard Operating Procedure for Direct Deposits			
SOP Number: F028		Revision Number: 3	Page 1 of 3
		Document Level: 3	
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Reviewed by:	I.Zishiri Name	 Signature	20/03/2020 Date
Checked by:	R.Gwata Name	 Signature	25/3/2020 Date
Approved for use by: (Quality Manager)	 Name	 Signature	29/07/2020 Date

1.0 **PURPOSE**

The procedure describes the receipting of direct deposits remitted through the MCAZ Accounts.

2.0 **SCOPE**

This procedure covers the area from when the customers funds are reflecting on the banks statements.

3.0 **FREQUENCY**

Whenever direct deposits have been received.

4.0 **LOCATION**

- 4.1 The master copy of this procedure is kept in the office of the Quality Manager.
- 4.2 Controlled copies are issued to the Head Finance.

5.0 **DEFINITIONS**

- 5.1 **AO-R** refers to Accounts Officer Receivables

6.0 **RESPONSIBILITY**


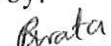

- 6.1 AO-R shall be responsible for the implementation of this procedure
- 6.2 The Finance Manager is accountable for the implementation of this procedure.

7.0 PROCEDURE

- 7.1 Technical Units will submit customers applications signed and verified by Unit Officers, with proof of deposit to AO-R.
- 7.2 AO-R shall confirm deposits of funds by referring to MCAZ bank statements.
- 7.3 On confirmation of a deposit the AO-R shall check for the Unit officer's signature on the attached application if the deposited amount is sufficient for the requested service before proceeding with invoicing and receipting.
- 7.4 If the deposited amount is not sufficient, the application form will be returned to the Unit.
- 7.5 The AO-R will issue one receipt for the customer and raises two invoices, one for customer and the other one for relevant Unit/Division.
- 7.6 The AO-R will underline the deposit transaction in ink on the bank statement and write the receipt number to indicate that these funds have been accounted for.
- 7.7 The AO-R shall attache the second copy of the invoice to the application forms, indicate the name of the Unit Officer receiving and processing the application, forward the documents to the relevant Unit/Division
- 7.8 The AO-R shall forward the invoice and receipt to the gate reception for collection by customer.
- 7.9 The following information shall be recorded on the receipt.
 - 7.9.1 Name of the client
 - 7.9.2 Amount paid
 - 7.9.3 Date of transaction
 - 7.9.4 Receipt number and bank
 - 7.9.5 Currency
- 7.10 The following information shall be recorded on the invoice
 - 7.10.1 Name of Customer
 - 7.10.2 Customer Account Number
 - 7.10.3 Date of transaction
 - 7.10.4 Amount before VAT, VAT, Total inclusive of VAT
 - 7.10.4 Details of the product i.e. quantity, unit price
 - 7.10.5 Currency

8.0 APPENDICES/ ATTACHMENTS

N/A

Reviewed by: 	Checked by: 	Approved for use by: 
Date: 20/03/2020	Date: 25/3/20	Date: 29/07/2020

9.0 RECORDS




Document Number	Title of Record	Retention Period
N/A	Bank statements	6 years

10.0 REFERENCES

- 10.1 SOP MR 4.0 Writing Standard Operating Procedure
- 10.2 SOP MR 4.13 Control of Records

11.0 HISTORY

DOCUMENT HISTORY		
Revision Number	Date Approved	Reason for Change
0	September 2012	Enhancement of processes
1	October 2014	Streamlining of procedures
2	January 2018	System Improvement

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