

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 thirty (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? (i.e. equal or less than order)		
• If the order date is later than the 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?		

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Print Name

Signature

Date

(*) 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.