

A. SUNDRY PAYMENTS/RECURRING PAYMENTS – WCG013

1. Regarding payments to schools (transfer payments)

- 01 WCG013 - BAS Sundry/Recurring Payment Maintenance
- 02 WCG002 - BAS Allocation Attachment

Supported by:

- Schedule of Allocation
- COPY Budget Allocation (032)

2. Regarding payments on behalf of schools to municipalities, maintenance

- 01 WCG013
- 02 WCG002
- 03 Invoice

Supported by:

- COPY Budget Allocation (032)

3. Regarding any other purchases by Directorates

- 01 WCG013
- 02 WCG002
- 03 Invoices
- 04 Quotations
- 05 Requisitions

B. PURCHASE ORDER PAYMENTS – WCG015

1. Final payments

- 01 WCG015 - BAS Purchase Order Payment
- 02 WCG002 - BAS Allocation Attachment
- 03 WCG014 - Item Line Attachment
- 04 Invoice

Supported by:

- Order Payment Transaction Form (Form 1450)
- Tender Documents/Quotations
- Requisition (VA1 or WCED 026)

2. Part payments

- 01 WCG015
- 02 WCG002
- 03 WCG014
- 04 Invoice

Supported by:

- Part Payment Indicator
- COPY of Commitment in respect of Goods/Services (1430)