

CHECKLIST FOR BASIS DOCUMENT NO: _____

This checklist is applicable to all BASIS payments.

Officials are reminded of their responsibilities in terms of the PFMA, NTR, PTI and FAM's. Prescribed procedures must be followed and all documents must be checked for correctness and completeness before the payment is authorised.

PFMA : Public Finance Management Act, 1999

PTI : Provincial Treasury Instructions, 2009

NTR : National Treasury Regulations, 2005

FAM : Financial Accounting Minute

The official who authorises and signs the WCG 013 for BASIS should check and verify the following:

#	PAYMENTS REQUIREMENTS AND VERIFICATIONS	SOURCE	COMPLIES (tick)	
			Yes	No
1.1	An official who has knowledge of the payments and certified that all relevant documents are correct and payable.	PTI 8.1.6 & PTI 8.1.8 (c)		
1.2	All documents in support of the payment appear to be in order and amendments, if any, are appropriately initialed and no correcting fluid was used.	PTI 8.1.7		
1.3	The person approving this payment is an authorized delegate.	PTI 8.1.8		
1.4	These payments have not already been paid before (no duplicate payment).	PTI 8.1.8 (a)		
1.5	Charges and rates are according to the relative tariff are fair and reasonable.	PTI 8.1.8 (b)		
1.6	The payment is correct with regard to computations (e.g. amounts correspond as per approval)	PTI 8.1.8 (e)		
1.7	The payment is supported, where applicable, by the necessary supporting documents	PTI 8.1.8 (f)		
1.8	The SCOA codes/descriptions that have been used for this payment are correct.	PTI 8.6.6.4 (b)		
1.9	All reasonable and appropriate steps were taken to prevent unauthorized expenditure, irregular expenditure, or fruitless and wasteful expenditure (Note: if any 'possible irregular expenditure' is discovered, the official must immediately report such expenditure to the Loss Control Office).	NTR 9		
1.10	This claim for payment was handed over to the BASIS authoriser in time to settle the payment within prescribe period.	PTI 8.1.8 (d)		
<p>If the answer is NO to the above question, valid reason(s) for the delay in the payment must be provided below:</p> <p>.....</p> <p>.....</p>				
PRINT NAME:		SIGNATURE:		
POSITION/RANK:		DATE :		

Section 1.5 and 1.9 are not applicable for Transfer payments as it will contain a MOA or relevant approval. Where a section not applicable N/A should be indicated above

1. The official who authorises (approves) the payment on BASIS should check and verify the following:

#	BASIS DOCUMENT REQUIREMENTS AND VERIFICATIONS	COMPLIES (tick)	
		Yes	No
2.1	All required forms; invoices and other supporting documents are attached and stamped "PAID".		
2.2	All reasonable and appropriate steps were taken to prevent unauthorized expenditure, irregular expenditure, or fruitless and wasteful expenditure (Note: if any 'possible irregular expenditure' is discovered during the payment processing, the official must immediately report such expenditure to the Loss Control Office).		
2.3	In case of a replacement payment for payments cancelled by the bank, the cancelled payment number also appears on the new replacement payment voucher.		
2.4	This payment was authorised in time on BASIS to settle the payments within prescribe period.		
<p>If the answer is NO to the above question, valid reason(s) for the delay in the payment must be provided below:</p> <p>.....</p> <p>.....</p>			
PRINT NAME:		SIGNATURE:	
POSITION/RANK :		DATE :	