

CHECKLIST FOR BASIS DOCUMENT NO: _____

This checklist is applicable to all BAS payments except Transfers, Salary, S&T, Entertainment allowances & PT cash payments.

Officials are reminded of their responsibilities in terms of the PFMA, NTR, PTI and FAMs. 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

1. The official who authorises and signs the BASIS input form should check and verify the following:

#	PAYMENT VOUCHER REQUIREMENTS AND VERIFICATIONS	SOURCE	COMPLIES (tick)	
			Yes	No
1.1	An official who has knowledge of the goods supplied and/or services rendered has certified on the invoice that the invoice is "Correct and Payable"	PTI 8.1.6 & PTI 8.1.8(c)		
1.2	All certificates in support of the voucher for payment appear to be in order and amendments, if any, are appropriately initialled and no correcting fluid was used	PTI 8.1.7		
1.3	The person approving this payment is an authorised delegate	PTI 8.1.8		
1.4	These goods and services have not already been paid (no duplicate payment)	PTI 8.1.8(a)		
1.5	Charges and rates are according to the relative tariff, contract or agreement; or otherwise, are fair and reasonable	PTI 8.1.8(b)		
1.6	The payment is correct with regard to computations (e.g. amounts correspond with order)	PTI 8.1.8(e)		
1.7	The payment is supported, where applicable, by the necessary supporting documents (e.g. original invoice or certified copy thereof)	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 unauthorised, irregular or fruitless and wasteful expenditure (note: if any "possible irregular expenditure" is determined prior to when a payment is actually made, then the payment should not be authorised and the matter shall be regarded as non-compliance)	NTR 9		
1.10	This claim for payment was handed over to the BASIS authoriser in time for the invoice to be settled within 30 days after receipt thereof	PTI 8.1.8(d)		
If the answer is NO to the above question, valid reason(s) for the delay in the payment must be provided below:				
PRINT NAME:		SIGNATURE:		
POSITION/RANK:		DATE:		

2. 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 unauthorised, irregular or fruitless and wasteful expenditure (note: if any "possible irregular expenditure" is determined prior to when a payment is actually made, then the payment should not be authorised and the matter shall be regarded as non-compliance)		
2.3	In case of a replacement payment for payments cancelled by the bank, the cancelled voucher number also appears on the new replacement payment voucher		
2.4	This payment was authorised in time on BASIS for the invoice to be settled within 30 days after receipt thereof		
If the answer is NO to the above question, valid reason(s) for the delay in the payment must be provided below:			
PRINT NAME:		SIGNATURE:	
POSITION/RANK:		DATE:	