**Faculty of Health Sciences**

**Please note that both Procurement Hubs will be closed from Wednesday 28th December to Friday**

**30th December 2016**

**Please also note that SAP will be unavailable from** **12h00 Wednesday 11th January to 08h00 Monday**

**16th January 2017**.

# YEAR END PROCESSING DEADLINES

Please note that **NO purchase orders** can be placed from **Sunday, 1st January until Monday, 16th January 2017**. If appropriate, the Purchasing card can be used in this period. Refer to the note below for the emergency purchase order procedure.

**NB** Please ensure that all **Subsistence and Travel allowances and advances** required for travel at the **beginning of January 2017**, as well as costs associated with the **extended January academic period,** are processed **before 7th December 2016**.

Emergency purchase orders (EPOs) may **NOT** be used for reimbursements, Subsistence and Travel allowances or cash disbursements. Therefore, these requests cannot be processed from 1st January to 15th January 2017. To ensure prompt payment, please ensure that all forms submitted timeously, and are duly authorised.

# IMPORTANT DATES TO DIARISE

|  |  |  |
| --- | --- | --- |
| Foreign purchases & payments for processing in 2016 | **Wednesday** | **23rd November 2016** |
| Asset purchases for payment in 2016 | **Wednesday** | **23rd November 2016** |
| Purchase orders & invoices for payment in 2016 | **Wednesday** | **7th December 2016** |
| Invoices for payment by Creditors in 2016 | **Wednesday** | **7th December 2016** |
| Purchasing card transactions in 2016 | **Thursday** | **22nd December 2016** |

1. **PURCHASE ORDERS**

Closing date for processing of purchase orders for payment in 2016 is Wednesday, 7**th December 2016**. **Period before 7th December 2016**

Ensure all purchase orders are placed **AND** invoices received by the Creditors Section (Meulenhof) by Wednesday, 7th December, for processing in 2016.

# Period from 7th December to 23rd December 2016

Purchase orders may still be placed on SAP in this period for goods/services actually ordered from vendors, **but**

they **will not** be processed for payment in 2016.

All goods received/services rendered in 2016 **MUST** be **goods receipted on SAP in 2016** However, **ONLY** process a goods receipt for goods ***physically received or services actually rendered before 31st December 2016***. This is important and has significant implications for year end accounting and audit purposes.

# Period from 1st - 15th January 2017

If you need to place an URGENT order (genuine emergency) during this period, your departmental purchaser will need to use an Emergency Purchase Order (EPO).

[http://help.uct.ac.za/sapfsg/uctze/overview emergency\_purchase\_orders.html](http://help.uct.ac.za/sapfsg/uctze/overview__emergency_purchase_orders.html) The EPO form can be requested from fnd-purch@uct.ac.za

**NOTE**: EPOs can **NOT** be used for reimbursements, Subsistence and Travel (S&T) or cash disbursements

# CREDITORS PAYMENTS

Closing date for 2016 invoices: Wednesday, 7**th December 2016**

Last payment run for 2016: Tuesday, 20th December 2016, for payment on Thursday, 22nd December 2016

To ensure that all transactions are reflected in the 2016 financial year, all invoices must be received by the Creditors Section (Meulenhof) by Wednesday, 7th December 2016.

# FOREIGN PAYMENTS

Closing date for 2016 foreign invoices for processing in 2016: Monday, **28th November 2016**

To ensure that all foreign transactions are processed in the 2016 financial year, **all invoices and related documentation must be received by the Foreign Payments Section by Wednesday 23rd November 2016.**

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the expense must be reflected in 2016 for inclusion in the final year end report.

# ASSET PURCHASES

Closing date for 2016 asset purchases for processing in 2016: Monday**, 28th November 2016**

To ensure that all asset transactions are processed in the 2016 financial year, **all invoices and related documentation must be received by the Assets Section (in Bremner) by Wednesday, 23rd November 2016.**

This is especially important where the funding period is ending on 31 December (e.g. NRF) and the expense must be reflected in 2016 for inclusion in the final year end report.

# UCT PURCHASING CARD

Closing date for processing 2016 transactions: Thursday, **22nd December 2016**

All unapproved Purchasing card transactions, especially where the funding period is ending, **MUST** be processed by card processors **before** Thursday, 22nd December 2016. More detailed communication to card holders and processors will follow.

Thank you in advance for your co-operation in the above regard

Health Sciences Procurement Hubs