# Part 4 Transactional Payments (Direct Invoices)

4.1 Definition
4.2 General
4.3 Procedures

## 4.1 Definition

Transactional Payments (Direct Invoices) are invoices **not** related to a directed supply for goods or services.

Transactional Payments include but are not limited to the following:

- Copy costs
- Copyrights
- Employment agency payments (Training wages and placement costs)
- Exhibitions fees/Careers expos
- Honorarium payments
- ICT software annual maintenance
- ICT hardware annual maintenance costs
- Identified support from research liaison
- Insurance (one-off policies and vehicle excess costs)
- International conference prepayments
- Interpreters' fees
- Legal expenses (includes patent services)
- Medical costs (Doctors' costs not medical supplies)
- Memberships/Subscriptions
- Permits/Licences/Levies
- Research contributions
- Sponsorships/Donations
- SOA's for plant & equipment (callout breakdown repairs & repairs done during scheduled servicing) (**NOT** annual SOA costs and programmed modifications and new work)
- Staff relocation costs
- Teaching prac costs
- Telecommunication costs (eg AARNet payments)
- Undergraduate nurse preceptors
- University & Government agency payments (**NOT** for supply of goods and services)

NOTE: Additional categories may be added as they are identified.

## 4.2 General

For instances where goods or services are required to be supplied either an Official University Order or MasterCard Purchase Request **must** be used.

The transactional payment process must not be used to pay invoices resulting from confirming order situations.

Payment Request Forms will continue to be used for reimbursements to staff and students and payment of utilities.

## 4.3 Procedures

Payment process for Transactional Payments:

- Transactional payment invoice identified
- *Transactional Payment Request* form completed and signed by Financial Delegate with sufficient financial delegation.
- *Transactional Payment Request* form and invoice forwarded to Central Procurement
- Central Procurement verifies that request is a valid transactional payment.

  If not a valid request, processed as a request for exemption from Purchasing Policy requirements.
- Valid transactional payments are checked to see if payment can be made by MasterCard. If yes, forwarded to Accounts Payable for payment by MasterCard.
- If payment cannot be made by MasterCard, Central Procurement determines if a vendor exists in PeopleSoft. If yes, forwarded to Accounts Payable for payment by cheque.
- If no vendor exists in PeopleSoft, Central Procurement requests vendor creation.
- *Transactional Payment Request* form forwarded to Accounts Payable for payment by cheque.