



Process for Cost Estimates and Recoveries for UCT Clients: for implementation 1 June 2020

1. UCT-RAF charges are payable before animals/products/sales/services are rendered.
2. Clients are required to request Cost Estimates for animals/products/sales/services to be rendered by the UCT-RAF, using forms available from www.caresa.uct.ac.za/-forms
3. The UCT-RAF will provide Cost Estimates before animals/products/sales/services are rendered. Cost Estimates should be accepted by the fund holder by means of signature.
4. Cost Estimates will state that actual costs may vary, and that final costs will be calculated and communicated after the animals/products/sales/services have been rendered; at that time, necessary adjustments to payments will be processed, e.g. refunds (or credit on account) or additional payments to be recovered automatically.
5. Cost Estimates should be accepted by fund holder signature, and returned to UCT-RAF
6. Acceptance of Cost Estimate(s) should be followed by completion of the Debit Order form (available from www.caresa.uct.ac.za/-forms) by the fund holder, and submission of the form to the UCT-RAF. Incomplete forms will be returned to the fund holder and the animals/products/sales/services requested to be rendered will not take place.
7. The UCT-RAF will verify the details of the Cost Estimates captured on the Debit Order forms, with complete Debit Order forms forwarded to FHS Management Accounting.
8. The UCT-RAF may provide animals/products/sales/services once the Cost Estimate(s) have been accepted and the Debit Order form submitted to Management Accounting.
9. Once the Debit Order form is received by Management Accounting, the funds will be transferred *automatically* from indicated funds. Management Accounting will ensure that all debit orders are processed.
10. Processing of Cost Estimates/payments should be done on a monthly or project basis.
11. The UCT-RAF will provide a schedule of actual transactions to Management Accounting on a monthly basis, with transactions being supported by signed Debit Order forms. Final costs will be calculated and necessary adjustments to payments will be processed, e.g. refunds or credit on account, or additional payments to be recovered automatically
12. Increases in UCT-RAF charges will be agreed at deanery level on annual basis.
13. Approval in order to effect these changes from FHS Deputy Dean: Research.