



## Process for Cost Estimates and Recoveries for External 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](http://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 client by means of signature.
4. All Cost Estimates to external clients should be approved by the UCT-RAF Director.
5. 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.
6. Cost Estimates should be accepted by client signature and returned to the UCT-RAF.
7. Accepted Cost Estimate(s) should be accompanied by a Purchase Order from the client. No animals/products/sales/services will be rendered without a valid Purchase Order.
8. UCT-RAF will verify that Cost Estimate(s) correspond to the Purchase Order amount, and forward signed Cost Estimate and Purchase Order to FHS Management Accounting.
9. The UCT-RAF may provide animals/products/sales/services once the Cost Estimate(s) have been accepted by client signature and the Purchase Order received, as above.
10. Once FHS Management Accounting receives the Purchase Order, an official Invoice will be raised on SAP. Management Accounting will send the Invoice to the client and copy UCT-RAF. Management Accounting will follow up on payment and ensure that all proofs of payment are receipted (SD with signed Purchase Order as supporting document).
11. Processing of Cost Estimates/payments should be done on a monthly or project basis.
12. The UCT-RAF will provide a schedule of actual transactions to Management Accounting on a monthly basis, with transactions being supported by signed Purchase Orders. 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.
13. Increases in UCT-RAF charges will be agreed at deanery level on annual basis.
14. Approval in order to effect these changes from FHS Deputy Dean: Research.