



Debit Order form – UCT Clients

I hereby authorize UCT Finance to debit the below fund(s) for the full amount indicated in the table below, for Cost Estimate(s) received from the UCT Research Animal Facility (UCT-RAF) for animals/products/services/sales to be rendered:

Cost Estimate Reference number	Date of Cost Estimate	AEC Protocol number	Fund number	Cost centre	Amount (ZAR)
<i>Total</i>					

Research Finance Details

Research Finance: Contact name	
Research Finance: Contact email	
Research Finance: Contact phone number	

Authorisation by Fund Holder

I confirm that my funds may be debited with the full amount indicated above. For multiple funds, I confirm that I have received written authorisation from the fund holder(s) for the funds to be debited with the above amounts.

Note: If the fund(s) provided have insufficient funds, miscellaneous funds will be allocated automatically.

Fund Holder name	
Fund Holder signature	
Date of signature	
Comments	

Guidance for Completing and Submitting this form

1. Please download the latest version of this form, available from www.caresa.uct.ac.za/-forms
2. Complete all sections of the form.
3. Save the completed and signed form in PDF format and email to cost.estimate.raf@uct.ac.za
 - a. An acknowledgement-of-receipt email will be generated upon successful submission of the form.
4. Incomplete forms will be returned to the fund holder and supply of the animals/sales/services will not take place.
5. 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.
6. 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.
7. Once the Debit Order form is received by Management Accounting, the funds will be transferred *automatically* from indicated funds.