

Establishment Form

REF: 4.4

Purpose

The purpose of this procedure is to assist in the compliance towards the management of QCC Finance Department – Establishment Form.

Scope

The scope covers the processes:

- 4.4.1 Operation Manager Receive the New Client/Portfolio/Site
 - Input New Client /Portfolio/Site/Update details (Establishment Form):
 - Opening Ticket:
 - National Operations Coordinator Approvement:
 - Helpdesk Setup on BOOMERANG
 - Receivable, Master Budget
 - Payables, Double Check
 - Operation Manager close the Ticket

Responsibilities

1. The Finance Team is responsible for ensuring compliance with this procedure.
2. QCC staff are responsible for following any reasonable direction given to them by the Finance Team.

Process Flowchart**4.4.2. Establishment Form Creation**

QCC Establishment Form Procedure

