

Accounts Payable - Creditor Payment Authority (CPA) Procedure (503g)

Policy Supported:	Accounts Payable - Creditor Payment Authority (CPA) Policy (502)		
Audience:	Staff		
Contact Officer:	Team Leader Transaction Processing Manager, Financial Accounting	Phone:	See Campus Directory

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Objectives:

To ensure Creditor Payment Authority (CPA) is raised in accordance with Murdoch University's (the University) internal control requirements.

Implementation Steps:

1. CPA's

- 1.1. Requestor to identify the requirement for a CPA to be raised.
- 1.2. Requestor to forward relevant documents and details (including original invoice) to the Finance Support Team (FST) with appropriate authorization by financial delegate.
- 1.3. For staff and student reimbursements, complete Form 584 – Staff/Student Reimbursement Request Form. Form to be signed by a financial delegate with all relevant documents attached and forward to the FST.
- 1.4. The FST Finance Officer to complete one of the following CPA forms, attach all relevant supporting documentation and submit to the Manager, Financial Processing and Science Store, for verification:
 - 1.4.1. Form 580 – Creditor Payment Authority – Bulk (Excel)
 - 1.4.2. Form 581a - Creditor Payment Authority (Excel)
 - 1.4.3. Form 581b - Creditor Payment Authority (Word)Once the CPA form is verified, it has to be submitted together with the supporting documentation (including original invoice) to the Accounts Payable (AP) team for processing.

2. CPA's: Scholarships and Student Refunds

- 2.1. Requestor creates upload file with appropriate payment detail.
- 2.2. Relevant officer in School/Office forwards authorized upload file to the AP team.
- 2.3. The AP team upload the files into Finance One.

Performance Indicators:

There are no performance indicators.

Definitions

There are no key terms.

Related Documents:

There are no related documents.

References:

There are no references.

Approval and Implementation:

Approval Authority:	Associate Director Financial Services
Responsible Officer(s):	Manager, Financial Accounting

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
5	01/03/2018		01/03/2021	
4	23/06/2017		23/06/2020	
3	14/05/2012		14/05/2015	
2	14/11/2011		14/11/2014	
1	23/06/2011		23/06/2014	