

Directorate: Security Management

**CONTROL OF
CASH IN TRANSIT SERVICE**

AND

PAYMENT MANUAL: RFB 2017 06

Validity period: Duration of contract

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SECTION A: DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (DOJ & CD)

A 1 MONTHLY MEETING WITH THE SP BY DEPARTMENTAL MANAGER/REPRESENTATIVE

1. A monthly meeting **must** be held between the Departmental Manager/Representative and a representative of the SP to address problems and/or shortcomings of the service rendered at the Departmental premise/site.
2. This meeting as indicated in paragraph 1 ***supra*** must take place during the first week after the month in which the service was rendered.
3. All relevant information of the services rendered and the **SP must supply all consumables that need to be on site to the Departmental Manager/Representative.**

A 2 CONTROL SHEET AND PROCEDURES FOR THE CERTIFICATION FOR THE SERVICES RENDERED

1. A CONTROL SHEET has been compiled and **must** be completed by the Departmental Manager/Representative.
2. The SP must supply the office (premise(s)/site(s)) with the Control Sheet. All services to be rendered at the premise(s)/site(s) must clearly be indicated on the Control Sheet. The Control Sheet must be drafted and in line with the site specifications.
3. The Departmental Manager/Representative must ensure that the service has been rendered satisfactorily. If so, the Departmental Manager/Representative must sign the Control Sheet, **in blue ink** and stamp the document with the Official Date Stamp of the respective office.
4. If the service has not been rendered satisfactorily, delete the Departmental Financial Instruction 8.2.7. All problems and shortcomings must be indicated clearly on the Control Sheet. If the space provided is not sufficient, please attach an Annexure.
5. The Departmental Manager/Representative will hand the original Control Sheet to the representative of the SP and make a **copy for their respective office file.**
6. It is the responsibility of the SP to send the original Control Sheet to DOJ & CD, National Office: Chief-Directorate: Risk Management. This **must** be done within the first week after the month in which the service was rendered. No alternations must be made to the Control Sheet.
7. If no agreement on the certifying of the Control Sheet can be reached the Departmental Manager/Representative must inform Security Provincial Manager. The Provincial Security Manager must within the second week interact with the office to resolve the completion of the Control Sheet.
8. **NOTE: The Service Provider will not supply the office with an invoice.**

A 3 CONSOLIDATION OF INVOICES AND CONTROL SHEETS OF ALL SITES BY DOJ & CD

1. After receipt of the original invoice and control sheets of all offices DOJ & CD: Chief-Directorate: Risk Management, National Office must consolidate all Control Sheets and certify the invoice. All Control Sheets must be attached to the invoice and be forwarded to the Office of the CFO for payment.
2. The Departmental Manager/Representative of the respective premise(s)/site(s) must forward a written request(s)/approval(s) to the SP, for additional services. A copy of the written request(s)/approval(s) must be attached to the Control Sheet of the respective month.
3. Payment will be monitored continuously by DOJ & CD, National Office: Chief-Directorate: Risk Management.

A 3.1 INTERACTION AND RE-CONSOLIDATION OF INVOICE WITH THE SP, IF REQUIRED

1. If any of the services have not been rendered satisfactorily DOJ & CD, National Office will consult with the SP for a pro-rata invoice. The monetary value of the under delivery of services will be determined and revised monthly, if necessary.
2. After receipt of the pro-rata invoice DOJ & CD, National Office must certify the invoice. All control sheets must be attached to the invoice and be forwarded to the Office of the CFO for payment.
3. Payment will be monitored continuously by DOJ & CD, National Office.
4. This **must** be done within the second to third week after the month in which the service was rendered.

A 4 PAYMENT AND FOLLOW UP

1. After the certifying of the original invoice or pro-rata invoice it must be forwarded to the Office of the CFO of DOJ & CD, National Office for payment.
2. Payment will be monitored continuously by DOJ & CD, National Office.
3. According to the Departmental Financial Instruction **payment must be finalized within 30 days after receipt of the original invoice or pro-rata invoice, provided that no irregularities are encountered** (Paragraph 8.2.2).

SECTION B: SERVICE PROVIDER (SP)

B 1 MONTHLY MEETING BETWEEN THE SP AND THE DEPARTMENTAL MANAGER/ REPRESENTATIVE

1. A monthly meeting **must** be held between the Operations Manager and respective Departmental Manager/Representative of DOJ & CD to address problems and/or shortcomings of the service rendered.
2. This meeting must take place during the first week after the month in which the service was rendered.

B 2 CONTROL SHEET AND PROCEDURES FOR THE CERTIFICATION FOR THE SERVICES RENDERED

1. The SP will supply an original Control Sheet to each site during the first week after the month in which the service was rendered, to ensure timeous meetings.
2. The SP must supply DOJ & CD "The Site" with the Control Sheet. All services to be rendered at the premise(s)/site(s) must be clearly indicated on the Control Sheet. The Control Sheet must be drafted and be in line with the site specifications.
3. The respective Departmental Manager/Representative of DOJ & CD must certify that all services have been rendered satisfactorily. The Control Sheet must be signed, **in blue ink** and stamped with the Official Date Stamp of the respective office.
4. If the service has not been rendered satisfactorily, the Departmental Manager/Representative of DOJ & CD will delete the Departmental Financial Instruction 8.2.7. and indicate in writing all shortcomings or under deliveries on the Control Sheet.
5. The Departmental Manager/Representative of DOJ & CD must hand the original Control Sheet to the SP and make a copy for record purposes.
6. It is the responsibility of the Operations Manager of the SP to forward the original Control Sheet to the SP's, Head Office.
7. This **must** be done within the first week after the month in which the service was rendered.
8. If no agreement on the certifying of the Control Sheet has been reached by the two parties the Operations Manager must inform the SP's, Head Office. Within the second week the SP together with the Provincial Security Manager must interact with the office(s) to resolve the completion of the Control Sheet(s).
9. An original Control Sheet must be handed to the Departmental Manager/Representative of DOJ & CD by the Operations Manager and not Crew Members. No Control Sheet is to be faxed and/or e-mailed to the Departmental Manager/Representative of DOJ & CD.
10. **NOTE: The service provider will not supply the office with an invoice.**

B 3 CONSOLIDATION OF INVOICES AND CONTROL SHEETS OF ALL SITES BY THE SP

1. After receipt of the Control Sheets the SP will consolidate all Control Sheets and generate a consolidated invoice. All Control Sheets must be attached to the invoice and be forwarded DOJ & CD, National Office for payment.
2. The SP must ensure that it receives a written request(s)/approval(s) for additional services.

B 3.1 INTERACTION AND RE-CONSOLIDATION OF INVOICE WITH THE SERVICE PROVIDER, IF REQUIRED

1. If any of the services have not been rendered satisfactorily DOJ & CD, National Office will consult with the SP for a pro-rata invoice. The monetary value of the under delivery of services will be determined and revised monthly, if necessary.
2. After receipt of the pro-rata invoice DOJ & CD, National Office will certify the invoice for payment.
3. This **must** be done within the second to third week after the month in which the service was rendered.

B 4 PAYMENT AND FOLLOW UP

1. According to the Departmental Financial Instruction **payment must be finalized within 30 days after receipt of the original invoice or pro-rata invoice, provided that no irregularities are encountered.**