



Instructions

- **Note:** This is a fillable PDF form with form fields which **must be opened and completed in Adobe Acrobat Reader**. Do not use *Fill & Sign* to add fields as this will disable **all** the existing fields. Any remaining, incomplete fields will become **unusable**. When signing, click in the *Signature* field to insert an image of your signature.
- Send the completed form to the Faculty/Pass Finance Officer for sign off, **at least one week before** payment is required.
- Please refer to the [GL expense guideline](#) for assistance with inputting a GL Account in the section **A. Payment details**
- Ensure that the required supporting documentation is attached for the applicable payment type. If *Prize, Patient incentive, Student assistance, Subsistence, Mileage/travel, or Other* is selected, see ***Note** below for details .
- Ensure that **ALL** relevant signatories complete [section B](#) and [section C](#).
- For **payment** to be made, ensure that **all** cell phone numbers are **valid South African** numbers.

Rules

- **Only requests signed off by the Faculty/PASS Finance Manager will be processed.**
- Cash payments are subject to a limit of R5 000 per person, to the nearest R10.
- Cash payments **greater than R5 000** require a letter of motivation to the Faculty/PASS Finance Manager, specifying why the amount cannot be paid via the SAP vendor route. *The motivation must be attached to the Instant Money request documentation.*
- **Note:** For policy details, see: [Mobile Payments Policy](#).

Process

- Payments will be paid via Standard Bank Instant Money (IM).
- Recipients will receive a voucher number via SMS that can be redeemed at Standard Bank auto banks and other authorised retailers.

A. Payment details

Payment to role <i>(Please select one)</i>	Students	Research participants	External parties	
Payment type <i>(Please select one)</i>	Prize*	Patient incentive*	Student assistance*	
	Subsistence*	Clubs & societies	Research/survey participant*	
	Mileage/travel*	Other <i>(please specify)</i> *		
<p>* Note: If you selected the payment type:</p> <ul style="list-style-type: none"> • Prize, attach a copy of the prize awarded including name of recipient and amount. • Patient incentive, attach a copy of the notification of the amount payable per person. • Research/survey participant, attach a copy of the notification of the amount payable per person. • Student assistance, attach a copy of approved request including student name and amount. • Subsistence or Mileage/travel, complete and attach the Instant Money Subsistence and Mileage Detail supporting spreadsheet. • Other, attach suitable supporting documentation. 				
Reason for IM payment request				
Payee name <i>(Note: Attach spreadsheet if >10 recipients)</i>	Amount	GL Account	Student no. <i>(if applicable)</i>	Cell no.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
Fund no.	Cost object	Bank charges		

Note: Complete the [Requester declaration](#) on page 2.



Requester declaration

I accept responsibility that:

- *this request is in accordance with the rules of the funding,*
- *this is a valid request for Instant Money, and*
- *the cell phone numbers provided have been correctly entered on this request.*

Release date
of payment
(if **NOT**
immediate)

Requested by

Name

Signature

Date

B. Fund holder authorisation for IM payment

Fund holder authorisation

I accept accountability that:

- *the cell phone numbers provided have been correctly entered on this request, and*
- *the money will be spent in accordance with the motivation noted above.*

Fund Holder

Name

Signature

Date

C. Faculty/PASS Finance Manager authorisation for IM payment

Faculty/PASS Finance Manager authorisation

I confirm that:

- *this is a valid request for Instant Money, and*
- *all the necessary reconciliations and controls are in place to effect and clear this payment.*

Approved

Rejected (provide reason)

Faculty/PASS
Finance Manager

Name

Signature

Date

D. Capturer declaration

Capturer declaration

I accept responsibility that:

- *the details of the Instant Money request have been correctly entered on the Standard Bank system.*

PO number

Batch number

Date of upload to Standard Bank

Capturer

Name

Signature

Date