



**Instructions**

- This form is to be used to set up Standard Bank Instant Money profile for use in an area.
- The Faculty/PASS Finance Manager is usually the super user, except for *Clinical sites*.
- All fields marked with a red asterisk (\*) are required. Cell phone numbers and staff numbers are required for all users.
- Capturers and Approvers MUST be different users. All IM operators must be UCT staff.
- **Note:** If you are unsure whether the Instant Money (IM) functionality is available in your area, please contact your Faculty/PASS Finance Manager. For policy details, see: [Mobile Payments Policy](#).

**SECTION A**

Organisational unit		Department	
Use of IM (select one)	General use	Clinical sites	
Motivation for IM (If necessary, attach separate supporting documentation)			
Standard Bank account number*		Processing limits	Daily
			Monthly
OPERATORS	Staff number*	Name	Email address
			Cell phone number*
Super user			
Capturers			
Approvers			

**SECTION B (to be completed by Faculty/PASS Finance Manager)**

I hereby confirm that all users are either a Capturer or Approver, but not both. *			
Full name	Staff number*	Cell phone number*	
Email address	Signature	Date	

Send form to [fnd-treasuryreq@uct.ac.za](mailto:fnd-treasuryreq@uct.ac.za)



**SECTION C (to be completed by Treasury)**

IM profile decision <i>(select one and provide a reason for decision)</i>	Approved		Reason			
	Rejected					
Director: Treasury & Banking Liaison				Signature		Date

**Note:** Once the IM profile has been approved and set up, Treasury to send to Vendor Management for creation of the vendor, together with proof of banking details.

**SECTION D (to be completed by Vendor Management)**

Vendor no.		Vendor no. has been communicated to Faculty/PASS Finance Manager <b>and</b> Treasury		
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