



Instructions

- This form is to be used for all changes to the Standard Bank Instant Money profile 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

Select one or more to indicate requested change/s in your area*		Change processing limits		Change super user		Change capturer/approver	
Organisational unit		Department					
Motivation for changes to IM bank profile (If necessary, attach separate supporting documentation)							
Standard Bank account number*		Processing limits		Existing	Daily	Monthly	
				New	Daily	Monthly	
OPERATORS		Staff number*	Name		Email address		Cell phone number*
Superuser	Delete						
	Add						
Capturers	Delete						
	Add						
Approvers	Delete						
	Add						



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

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 changes have been approved and applied, 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 and Treasury		
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