



## FINANCE SERVICE CHARTER

S.NO.	SERVICES OFFERED	ROOM/OFFICE	OFFICER IN CHARGE	REQUIREMENTS	CHARGES	TIMELINE
1.	Examination of documents	Examination Officer	Examination Officer	Fully prepared and approved voucher	Free	Immediately
2.	Issuing of receipts to clients	Student Finance	Revenue officer	Availability of bank-in slips and Cheques from clients	Free	Immediately
3.	Payment to casuals, Workstudy	Expenditure Office	Expenditure Accountant	Fully filled claim forms	Free	After 30 days
4.	Processing of Payment for Suppliers	Expenditure Office	Expenditure Accountant	Should be Processed, Approved, examined and voted before payment.	Free	After 60 days
5.	Payroll processing	Payroll Office	Payroll Accountant	Monthly deductions, Payroll summary.	Free	30 days
6.	Imprest processing	Finance office	Imprest Officer	Duly completed Imprest form	Free	5 days
7.	Accounting for imprest	Finance Office	Imprest Officer	Fully accounted imprest form	Free	48 hours after return from official duty.
8.	Receiving of CDF and Helb monies	Student Finance	Revenue Officer	Cheques and attached list of beneficiaries	Free	Immediately
9.	Receiving and inspection of goods delivered to the University	Finance Office	Accountant	Confirm the Quality of goods delivered to the University.	Free	Immediately
10.	Management of complaints, compliments and suggestions	Finance Office	Deputy Finance Officer	Receipt of complaint, Compliment or suggestion.	Free	Within one week
11	Payment of Partimers, Medical claims	Expenditure Office	Expenditure Accountant	Fully filled claim forms	Free	After 5 months