

## **Procedure to deal with replacing cheque payments with bank transfers (BACS)**

### **Cheque printing:**

No further Cheques runs will be produced given the issues of producing, posting, receiving and banking of them. The Finance Division will manage the process of paying all supplier types by BACS.

### **Dealing with setting up on BACS**

#### **New 'Trade' Suppliers where we have an invoice:**

- 1) Accounts Payable will use the invoice as the source for bank account details and email contacts. – Then independently verify these details as appropriate.

#### **New 'Trade' Suppliers where we have no invoice but a purchase order is to be raised:**

- 1) We ask departments to obtain the bank account details (on a BACS form to be emailed by the supplier) at the time of getting quotes and include this with any new supplier request so that the bank details can be verified and set up in advance of an invoice being received.
- 2) No UK Trade supplier to be set up without the bank details being attached to the request.

#### **Existing 'Trade' Suppliers**

- 1) Invoices will be processed on CUFS as 'Electronic' payment method by Department / Shared Services.
- 2) The individual processing the invoice should email a copy to AP (BACSEnquiries@admin.cam.ac.uk) – on the expectation the invoice contains the bank details.

#### **Individuals Expenses normally paid by Cheque:**

- 1) For individuals who have outstanding expenses within the system to be paid, the departments should contact the individuals to obtain Bank Account details and an email address to deliver the remittance advice.
- 2) The department should ask them to provide a copy (PDF or Photo) of their bank statement (no balance / transaction details are required this can be covered up) or paying in / cheque books to verify their bank information. Which they should send to AP along with the email address.

#### **New Students Expenses where they are paid a maintenance fee via Payroll:**

- 1) We shall continue with our recently introduced procedure that the departments or Shared Services provide a copy of the student's expense claim to AP.
- 2) On the Expense claim they are required to include their payroll number, student number and the last 4 digits of their bank account.

#### **Students Expenses where they are paid a maintenance fee via Payroll but expenses by cheque:**

- 1) If the student is already on the system as Cheque payment the department or Shared Services should provide AP with a copy of the expense claim.
- 2) AP will follow the above rule (for new students) for verification and switching to Electronic on CUFS.

#### **Students Expenses where they we have no information on Payroll:**

- 1) The departments should contact the Students to obtain Bank Account details and email address for the remittance advice – typically their @cam address

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- 2) The department should ask them to provide a copy (PDF or Photo) of their bank statement (no balance / transaction details are required this can be covered up) or paying in / cheque books to verify their bank information.
- 3) The department should pass that information along with the email address for the remittance advice – typically their @cam address to AP.
- 4) We will use this as proof for the set-up of bank account and email details.

### **A) Suppliers who have already been issued a Cheque where this has not been presented**

#### **'Trade' Suppliers:**

- 1) Where we have issued a cheque to a supplier who contacts us to advise non receipt of a cheque or inability to bank them.
- 2) Departments should advise AP of the cheque number by email, no cheque cancellation form will be necessary. If AP are contacted directly by the supplier we shall manage this.
- 3) AP will obtain bank information from the invoice or a copy on the supplier database and confirm the details with the supplier in the normal way. Departments help may be required

#### **Individuals:**

- 1) Where we have issued a cheque to an individual who contacts us to advise non receipt of cheque or inability to bank them.
- 2) Departments should advise AP of the cheque number by email, no cheque cancellation form will be necessary. If AP are contacted directly by the individual we shall manage this with the department.
- 3) The department should obtain bank information and an email address from the individual.
- 4) They should ask them to provide a copy (PDF or Photo) of their bank statement (no balance / transaction details are required this can be covered up) or paying in/ cheque books to verify their bank information. This should be sent to AP by email, we will use this as proof for the set-up of bank account/email details.

#### **Student Expenses:**

- 1) Where we have issued a cheque to a Student who contacts the University to advise non receipt of cheque or inability to bank them.
- 2) Departments should advise AP of the cheque number by email, no cheque cancellation form will be necessary. If AP are contacted directly by the Student we shall manage this with the department.
- 3) The department should obtain bank information and an email address from the Student.
- 4) They should ask them to provide a copy (PDF or Photo) of their bank statement (no balance / transaction details are required this can be covered up) or paying in / cheque books to verify their bank information. This should be sent to AP by email, we will use this as proof for the set-up of bank account/email details.

#### **Cheque printed and held in Finance Division:**

- 1) For cheques held in the Finance Division AP already have a list of those held.
- 2) AP will manage the cheque cancellation process and no cheque cancellation form will be required from the department.
- 3) We shall identify the department involved and notify them that the cheque is with us.

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- 5) The department should contact the individuals/Students and obtains the information (PDF or Photo) of their bank statement (no balance / transaction details are required this can be covered up or paying in/ cheque books to verify their bank information along with an email address. This should be sent to AP by email, we will use this as proof for the set-up of bank account/email details.

### **Fraud Prevention**

**Departments may be contacted by the Finance Division to verify the authenticity of the request.**