

Enquiries: E Labuschagne
e-mail: labuschl@dse.pwv.gov.za

Ref: SX 2/2

Tel: 315-5781

Fax: 323-8247

Date: 15 January 2001

ALL ACCOUNTING OFFICERS AND CHIEF FINANCIAL OFFICERS

OFFICE OF THE ACCOUNTANT GENERAL PRACTICE NOTE 1 OF 2001:

TREASURY REGULATION 15.12.3: WARRANT VOUCHERS IN EXCESS OF R 10 000.00

Treasury Regulation 15.12.3 is explicit regarding the method of payment for amounts exceeding R 10 000.00. This matter was brought to the attention of all Accounting Officers in our letter of 7 May 1999 (a copy of which is attached for ease of reference). A period of 18 months has since elapsed for the implementation and adherence to this regulation, however, many departments continue to issue payments in excess of R 10 000.00 by means of warrant vouchers.

In order to ensure that regulation 15.12.3 is complied with by departments any warrant voucher issued in excess of R10 000.00 will with immediate effect be returned as unpaid by the Paymaster General. In exceptional circumstances, should a Department, still require to make a payment in excess of R10 000.00 by means of a warrant voucher prior approval must be obtained from the Paymaster General. The following information must be supplied by the Chief Financial Officer before the request can be considered for approval:

1. Payee's name;
2. amount;
3. number of warrant voucher;
4. date of warrant voucher;
5. reason why the payment can not be effected electronically; and
6. signature of Chief Financial Officer (No delegations will be accepted).

Upon approval of the request by the Paymaster General an authority number will be advised to the Department. This authority number must be recorded on the reverse side of the relevant warrant voucher to ensure that it is not returned as unpaid by the Paymaster General.

Please be advised that arrangements have been made for urgent telegraphic transfers only with the South African Reserve Bank. Telegraphic transfer instructions received by the South African Reserve Bank before 11h00 will be effected the same day. Please contact Mrs Vivienne van Dyk of the South African Reserve Bank at (012) 313-3500 should you require any further information in this regard.

Kind Regards

I A MAMOOJEE
ACCOUNTANT - GENERAL
for DIRECTOR - GENERAL
