

## 2.4

**INTERDEPARTMENTAL TRANSACTIONS**

**Policy Number: 038A/06/04**

**Scope: The policy contains the rules and regulations of SU with regard to the payment for services or products provided between internal departments via an interdepartmental requisition.**

**Policy:**

**PURPOSE OF AN INTERDEPARTMENTAL REQUISITION**

- The function of an interdepartmental requisition as such is to enable funds to be moved between two different operational units.
- This movement of funds is only justifiable when payment is made for goods or services provided by an internal department/division that requests the requisition.
- Basically, Dept X provides a service to Dept Y for which payment is done by means of an interdepartmental requisition.

**IN PRACTICE**

It has come to light that this function is mismanaged within certain environments, in that it is applied to effect the movement of funds between different cost points within the same operational unit, which gives rise to:

- tax evasion;
- corrections being made between accounts that should only be done by means of journals; and/or
- transfers between cost points that may only take place by means of transfer journals.

**PREVENTION**

- The interdepartmental requisition program (EAS505P) has been adjusted so that only the operational units that actually perform service-provision functions are listed for selection (F1 on the Direct to field), e.g. SU Printers, Student Fees, and IT.
- Other operational units that are not traditionally classified as operational units, but that do in fact perform internal functions, are also listed, e.g. Innovation, in order to accommodate the Projectus courses.
- Only these operational units are also permitted to carry out the rechanneling of funds (EAS125P).
- All other transactions must be finalised by means of a journal transaction by the Faculty Accountant at Financial Services.
- If your operating unit does in fact need to be identified as an operating unit and does not currently appear on the list, you may submit written motivation to your faculty accountant to support an application for consideration.

**NEW SERVICE-PROVIDING OPERATIONAL UNITS**

If you would like to apply to have the current operational unit converted to a service-providing operational unit, you should contact your official at Financial Services.

**Contact Division:**  
Financial Services