



Quoting and Invoicing English Language Study Groups - Procedure

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Procedures

1. Purpose

This procedure describes the process for quoting and invoicing English Language Study Groups. It also covers the raising of purchase orders for the accommodation etc of the students.

2. Organisational Scope

This procedure shall apply to all language school allied employees.

3. Definitions

AHS	means Auckland Homestay Services
HoS	means Head of School

4. Process

4.1 School of Languages Contacted by International Institutions

HOS Languages receives information from International Institutions (ie. in countries such as Japan, China, Korea, etc.) re the following:

Dates
Numbers of students
Other requirements
etc.

The HOS Languages notes the Institutions requirements on a Quotation Memo (no values to be written in) and forwards to the School Administrator

4.2 School Administrator Prepares Quotation Memo

4.2.1 The School Administrator prepares a Quotation Memo from the information given in **4.1** to include the following:

- Dates
- Numbers of students
- Fees
- Accommodation
- Counsellor
- Travel
- Entertainment
- Miscellaneous

The quotation Memo could have discretionary items that may or may not be required.

4.2.2 The School Administrator gives the completed Quotation Memo to the Administration Manager Faculty Arts and Social Sciences to check and get authorised.

4.3 Quotation Memo Given to Administration Manager

On receipt of the Quotation Memo information the Administration Manager will:

- (i) check prices to the various lists/contracts ie. Auckland Homestay Services (AHS) contracts and UNITEC English Language Study Tours booklet
- (ii) get quote signed by Dean Faculty Arts and Social Sciences
- (iii) give signed Quotation Memo to the School Administrator to Fax to the Institution.

4.4 Invoice Requisition and Purchase Order Raised.

On acceptance of the quote the School Administrator

4.4.1 Raises an Invoice Requisition filling out the following:

Date	Current days date
Invoice to:	Either Company Name or Clients name.
Postal Address:	Full postal address.
Attention:	The person to whom the Invoice/Credit Note is for.
Details to appear on Invoice:	(i) An explanation of the Goods or Services supplied. (ii) Quote Purchase Order number for AHS services accompanying this invoice requisition
General Ledger Cost	A designated cost code(s)

Code(s):	
GST Exc/Inc:	Whether the total is GST inclusive or exclusive.
Authorised by:	Authorised signature of a Manager, HOD or a person whose has appropriate Delegated Authority.
School/Department:	Name of School/Department that originated the Requisition.
Contact Name:	This would normally be the person that originated the Requisition.
Extension:	The extension number of the originator.

4.4.2 Raises a Purchase Order to AHS entering the following detail:

Dept. Code	NNAA (2 digit numeric Faculty code + 2 digit School/Department code ie. 06DN (School of Design))
Date	Current day's date
Supplier	Either Company name or Individuals name
Address	Full postal address
Description	Full description of goods or services. This description to include the following: (i) Accommodation (ii) Placement fee (iii) Activities (iv) Miscellaneous Meals, Transport, Function (v) Quote number of Invoice Requisition accompanying this Purchase Order
Quantity	Quantity ordering together with unit purchase
Unit Price	Price per unit of purchase
Total	Total price per item (quantity x unit price)
Account Code	NNNN NN (4 digit numeric expenditure + 2 digit composite code)
Refer any Queries	Originators name
Department	Name of department the goods are for
Internal Delivery Inst	Where goods or services are to be delivered
Signature HOD	See next item
Signature Official Auth	See 4.5.1.

4.5 Invoice Requisition and Purchase Order Authorised & Forward

4.5.1 Give the Invoice Requisition and the Purchase Order to the Dean Faculty Arts and Social Sciences for authorisation (these must be given to the Dean at the same time).

4.5.2 When the authorised Invoice Requisition and Purchase Order is received back from the Dean:

- (i) forward the Invoice Requisition to the Accounts Receivable clerk.
- (ii) forward the vendor (white) copy of the Purchase Order to AHS.
- (iii) forward the pink and green copy of the Purchase Order to the Accounts Payable clerk.

4.6 Invoice Received from AHS

The invoice shall be sent to the Accounts department direct by AHS where the accounts clerk will carry out the matching instructions: **Invoice Entry Procedure; section 4.2.**

5. Comment

5.1 Where the invoice agrees with the purchase order the accounts staff will automatically process the invoice (this means that the invoice no longer needs to be sent to the School Administrator School of Languages). The payment shall be processed to reach AHS within one week of the students arrival (but not prior to arrival).

6. Flowchart

