FINANCE

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Purchase Orders

For information on how to raise purchase orders please refer to the following document:

[Puchasing Orders - GL (CR Form) v2.0](http://intranet/ourresources/Finance/SiteAssets/SitePages/Home/Purchase%20Orders%20-%20GL%20%28CR%20form%29%20v2.0.pdf)

Alternatively, you can refer to your KURA module.

Company Credit Cards

All company credit card transactions are coded, narrated and approved in the internet based system: Spendvision.

[View the timeline for cardholders and approvers responsibilities](http://intranet/_layouts/download.aspx?SourceURL=/ourresources/Finance/Finance_Resources/Credit_Card_Process_and_Timeline.docx)

For details on how to code and narrate company credit card transactions in Spendvision, download the [Spendvision - Cardholders Guide](http://intranet/_layouts/download.aspx?SourceURL=/ourresources/Finance/Finance_Resources/Spendivision_End_User_Guide_March_2012.pdf" \t "_blank).

For details on how to approve credit card transactions in Spendvision, download the [Spendvision - Approvers Guide](http://intranet/_layouts/download.aspx?SourceURL=/ourresources/Finance/Finance_Resources/Spendvision_Approvers_Guide.pdf" \t "_blank).

Expense and Mileage Claim

When claiming an expense or mileage, follow the guidelines below. Once you have completed the form, attach all receipts, sign and then give to your manager to approve.  Once approved, submit to the finance department for payment.

Incomplete claim forms will not be paid. These will be returned to the employee for completion and resubmission.

**Receipts**

* Each entry needs to be accompanied by a tax invoice

**American Express, EFTPOS, MasterCard and VISA**

* Transaction slips are not receipts unless they show supplier name, supplier GST number, a description of the goods supplied and the GST amount *OR*the total amount with a statement that includes the GST charge.

**Entertainment Expenses - NZ**

* Record who was entertained and whether local or overseas.
* Entertainment with in New Zealand is only 50% claimable and should be coded to ***Branch*- 7530 - *Market***
* Overseas entertainment is 100% deductible and should be coded to ***Branch*- 7535 - *Market***or the applicable sales fund.
* Staff drinks are classed as entertainment and therefore should be coded to ***Branch*- 7530 - *Market***

**Meals - Lunches and Dinners**

* Record who had lunch/dinner, whether local or out of town.
* Meals while an employee is out-of-town travelling on business are 100% deductible and should be coded to ***Branch*- 7540 - *Market***

It is important that entertainment and meals are coded correctly as it affects the company's GST claims.

[Craggy Range\_Expense Claim Form\_New Zealand.xlsx](http://intranet/ourresources/Finance/SiteAssets/SitePages/Home/Craggy%20Range_Expense%20Claim%20Form_New%20Zealand.xlsx)

Petty Cash Giants and Gimblett Gravels

Petty cash can be used for small company related purchases and/or purchases completed using personal cash that are solely for company purposes.

There are two ways of utilising the petty cash fund:

**1. Reimbursement of personal funds**

* Purchase the goods and retain the ***full GST receipt\****as required for all company purchases
* On the reverse of the receipt write the applicable GL code, your name and signature
* Present the receipt to the finance department and you will be reimbursed for your expenditures

**2. Obtain petty cash from the finance department**

* Purchase the goods and retain the ***full GST receipt\****
* On the reverse of the receipt write the applicable GL code, your name and signature
* Present the receipt and any change to the finance department

The timeframe for returning the ***full GST receipt\**** GL coded and signed is within 24 hours (subject to change on approval by the finance department).

***\*Full GST receipt:*** Business name, GST number, description of goods supplied and the GST inclusive value.

New Customer

Before setting up a new customer in VinPoint, the new account procedures must be completed:

[New Customer Account Procedure](http://intranet/_layouts/download.aspx?SourceURL=/ourresources/Finance/Finance_Resources/New_customer_account_procedure.docx)

[Customer Account and Credit Application Form - Export (CRV).doc](http://intranet/ourresources/Finance/SiteAssets/SitePages/Home/Customer%20Account%20and%20Credit%20Application%20Form%20-%20Export%20%28CRV%29.doc)

[New Account Details - Export (CRV) To be completed by Account Manager.doc](http://intranet/ourresources/Finance/SiteAssets/SitePages/Home/New%20Account%20Details%20-%20Export%20%28CRV%29%20To%20be%20completed%20by%20Account%20Manager.doc)

When requesting a new customer is set up, use the following forms:

**All markets *excluding* Australia**

[Customer Account and Credit Application Form - Export](http://intranet/_layouts/download.aspx?SourceURL=/ourresources/Finance/Finance_Resources/Customer_Account_and_Credit_Application_Form_Export.pdf)

**Fixed Assets**

When a fixed asset is sold, traded-in, disposed of or transferred to a different location the following form should be completed and sent to Finance.

[Fixed Asset Disposal Form](http://intranet/ourresources/Finance/Finance_Resources/Fixed%20Asset%20Disposal%20Form.xlsx)