

	<p><b>Policy: Direct Debit Payments</b></p>	<p><b>Effective Date: August 2011</b></p>
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### **Introduction**

During the course of doing business some organisations may only accept direct debit payments as a way of reimbursement for services. Whilst this is not the UCSA's preferred method of payment there may be exceptional circumstances when it is necessary to establish such payments on a short term basis. This policy outlines the process to manage these transactions.

### **Aim of our Policy**

To ensure all staff members are aware of the direct debit payment process and procedures so we maintain tight control over financial transactions.

### **Policy Details**

The preferred method of payment for services is through invoicing. During the normal course of business we engage a number of suppliers, the services for which we reimburse on a monthly basis as per our payment terms.

Direct debits may only be established in exceptional business circumstances and will need to adhere to the following process before establishing with a supplier:

- The need for the direct debit is clearly listed on the attached form
- Approval is sought from your line manager
- Approval is sought from two authorised UCSA signatories (one to be the UCSA Chief Executive)
- Once approval is gained, this is forwarded to accounts for tracking
- The direct debit has an end date which is clearly communicated to the accounts team

Any items found to be charged through the direct debit system without prior authorisation or not work related will be liable for payment by the individual or department immediately and could lead to a disciplinary process.

### **Implementation**

All employees at the UCSA or relieving employees, volunteers and contractors will be informed of the Direct Debit Payments process during their induction and will form part of their Terms and Conditions of Employment at UCSA.

Details of the policy will also be maintained in the General Policies and Procedures Manual, a copy of which is placed in each UCSA outlet.

### **Complaints Procedure**

All complaints relating to this policy shall be put in writing to your line manager and will be investigated within 20 working days of receipt of the complaint.

Where your line manager is unable to investigate or resolve the complaint by agreement within 40 working days of its receipt, they will refer it to the Support and HR Manager. The UCSA will take any necessary action against those people who contravene this policy. This action may include removal of the person from the premises, a warning, or dismissal.



**DIRECT DEBIT PAYMENT APPLICATION FORM**

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

REASON FOR DIRECT DEBIT \_\_\_\_\_

DEPT & CODE TO BE CHARGED \_\_\_\_\_

LINE MANAGER AUTHORISATION \_\_\_\_\_

CHIEF EXECUTIVE AUTHORISATION \_\_\_\_\_

AUTHORISED UCSA SIGNATORY \_\_\_\_\_

DATE \_\_\_\_\_

**Terms and Conditions associated with this Direct Debit payment:**

Once approval has been received the direct debit may be established with the supplier. In all instances, direct debits may only be used for business purposes. No personal purchases may be charged through direct debits to the UCSA.

At the end of the agreed tenure of the direct debit, you will be required to check and ensure that the UCSA is not liable for further charges or direct debits.

Any items found to be charged through direct debits without prior authorisation or not work related will be liable for payment immediately and could lead to further disciplinary action.

If there is an error with the direct debit, please inform your line manager and the accounts team immediately for investigation.

I..... (name) understand the terms and conditions associated with establishing direct debit payments on behalf of the UCSA.

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_