

CUSAP Phase II:

Payment

Commonly Use Vouchers

THE CHINESE UNIVERSITY OF HONG KONG Research Studentship Payment

Name of Student _____ Student I.D. _____

Programme / Department _____

Award Period From _____ To _____ Monthly Award (HK\$) _____
dd/mm/yyyy dd/mm/yyyy

Paid by Cheque Bank Auto Pay

* Crossed/Uncrossed, delete as appropriate

Name of Bank _____

Bank Account No _____

Others (Please Specify) _____

Note:

- You are required to observe the conditions governing the provision of financial support for RPg students on continuing status as laid down in the memo dated 11 February 2011 issued by the Graduate School and Research Administration to Heads of Graduate Divisions, Department Chairpersons/ School Directors, Conveners of Research Panels and Director of Research Institutes, i.e., The UGC/RGC funding should not be used to support RPg students beyond the normative periods.
- If the level of award is roughly similar to PGS awards, then the same conditions of award shall apply, otherwise the average weekly working hours should be adjusted accordingly.
- Divisions are asked to inform the students directly of the award details. (Divisions are suggested to sign up award letters with the RPg students similar to the PGS award letters.)

CHECKED/RECEIVED BY DEPARTMENT/UNIT	
APPROVED BY HEAD	
COMPANY CODE	C
COST CTR/PROJECT/ BUSINESS AREA CODE	
ACCOUNT CODE	5 9 0 0 6 3
CHECKED/ APPROVED BY BURSARY	
INITIALS OF CHEQUES SIGNER(S)	
POSTING DATE	
DATE OF CHEQUE	
DOCUMENT NO	

CHEQUE NO (If appropriate)

The bank account information provided will be used for payment. This is part of this accounting document and will be retained on file for seven years as required by the government. Thereafter, this document will be destroyed.

Ref :

THE CHINESE UNIVERSITY OF HONG KONG Undergraduate Student Research Studentship Payment

Name _____ Student I.D. _____

Programme / Department _____

Award Period(dd/mm/yy) ____/____/____ - ____/____/____ Monthly Award HK\$ _____

Paid by Cheque Bank Auto Pay

* Crossed / Uncrossed, delete as appropriate

Name of Bank _____

Bank Account _____

Others (Please specify) _____

Note :

- Supervisors/Departments shall make recommendations for approval by the Dean of the Faculty ONLY if the one-line budget is involved. The provision of support from funds coming out of research grants will be left to the discretion of the Supervisors/Departments.
- Supervisors/Departments are asked to inform the students directly of the award details. (Divisions are suggested to sign up award letters with the undergraduate students similar to PGS award letters).

CHECKED/RECEIVED BY DEPARTMENT	
APPROVED BY BUDGET HOLDER	
COMPANY CODE	C 0 0 1
COST CENTRE / PROJECT / BUSINESS AREA CODE	
COST CENTRE / PROJECT / BUSINESS AREA CODE	
ACCOUNT CODE	5 9 0 1 6 6
CHECKED/RECEIVED BY BURSARY	
INITIALS OF CHEQUE SIGNER(S)	
POSTING DATE	
DATE OF CHEQUE	
DOCUMENT NO	

ENDORSEMENT BY FACULTY DEAN

DATE :

CHEQUE NO (IF APPROPRIATE)

The bank account information provided will be used for payment. This is part of this accounting document and will be retained on file for seven years as required by the government. Thereafter, this document will be destroyed.

Changes in Workflow – Without PO

Existing workflow

- ▶ Requester input payment details into the pre-set payment voucher (PV) by MS Word/Excel/PDF, typewriter or by handwriting
- ▶ Attach original supporting document to the PV
- ▶ Seek approval from approver

New workflow

- ▶ Requester input the payment details to CUSAP via e-PV System
- ▶ Upload / delete supporting document to / from CUSAP
- ▶

Changes in Workflow - Without PO (Con't)

Existing workflow

New workflow

- ▶ Real time funding availability check by the system
- ▶ If not sufficient fund, change funding or input undertaking and justification if needed
- ▶ Sufficient information provided
- ▶ Check if funding belongs to requester's reporting department

Changes in Workflow – Without PO (Con't)

Existing workflow

- ▶ Duly signed voucher with supporting document pass to Bursary funding unit to confirm funding sufficiency
- ▶ If not sufficient fund, Bursary bounce back to the requester to amend fund source
- ▶ Seek approval if additional fund source is needed

New workflow

- ▶ Save payment voucher with PV no. assigned by CUSAP
- ▶ Print payment voucher for approval (with barcode of PV no.) the PV status is "Printed for approval"
- ▶ Attached supporting documents
- ▶ Send the CUSAP generated PV with supporting documents to approver to seek approval
- ▶ Duly signed voucher with supporting document pass to Bursary funding unit to confirm

Benefits from using e-PV

- ▶ Check fund availability when creating PV
- ▶ Ensure sufficient information provided
- ▶ Enhance efficiency
- ▶ Avoid input error from copying from hardcopy PV
- ▶ Track the payment status more easy

Payment Methods

HK Dollar	Cheque	Crossed
		Uncrossed*
	Direct credit	
US Dollar	Cheque	Crossed
	Direct credit	Telegraphic Transfer
GBP	Cheque	Crossed
	Direct credit	Telegraphic Transfer
Other foreign currencies	Cheque (Bank Draft)	
	Direct credit	Telegraphic Transfer

* Only for HKD cheque

Electronic Payment Voucher

Different types of payment

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(A) Payment fully against PO

Payment fully against PO

New Open Save Delete

Submit to Bursary

Vendor invoice no. (If any):
65513758

Invoice Date (If any):
22.09.2017

*Amount:
18000.00

*Purchase Order:
5000073316

Please indicate if you need to close this purchase order:
 Final invoice

Document no.:
5100077777

Input by:
Chan Tai Man

Status:
Saved

Input on:
22.09.2017

Vendor 777 ★★★★★
Micro-Dell Computer Limited Company
100 Canton Road
Tsim Sha Tsui, Hong Kong
+852 39437777

(A) Payment fully against PO (con't)

Multiple Account Assignment for Item 000002

Total Amount:

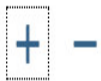
13000.00

Total Quantity:

1 PC

Item(s):

1



<input type="checkbox"/>	Quantity	Amount	Invoice Item Text	Company	Business Area	Cost Centre	Project	Order	Account	Asset / Sub no.	Serial No.	Custodian	Location	Room	Asset Desc.	Asset Desc. 2	Material
<input type="checkbox"/>	1 PC	13000	Micros	C001	0001		26120		59000								
<input type="checkbox"/>																	

OK Cancel

(A) Payment fully against PO (con't)

*Payment Method:

Pay by auto-pay

Non-local transfer/remittance

Bank Name:

Bank Account:

Pay by crossed cheque

Address for mailing cheque (must be filled):

(It is used for directly posted to the payee and such that please provide DETAILED mailing address)

Line 1:

Room B, 2/F, Happy Garden

Line 2:

Ma Liu Shui

Line 3:

Sha Tin

Line 4:

New Territories

Country:

Hong Kong



Others (including issuance of uncrossed cheque to payee)

(Please specify):

(A) Payment fully against PO (con't)

Telegraphic Transfer

*Beneficiary name:

*Amount and currency to be remitted:

*Bank and branch name:

*SWIFT code / BIC Address(1):

Bank account number / IBAN code(2):

UK Bank Sorting Code(3):

Beneficiary contact number(4):

USA ABA code / Fedwire Routing number(5):

Australian BSB number(6):

OK Cancel

Bank address:

Beneficiary's address(7):

Intermediary bank:
SWIFT code / BIC Address:

Bank name:

Bank Account No.:

1. SWIFT code / BIC address is the unique identification code for banks for routing cross border payments.
2. IBAN is commonly used in Europe that contains all the key bank account details such as Bank Identifier Codes, branch codes (known as sort codes in the UK and Ireland), account numbers and check digits.
3. UK Bank Sorting Code must be provided for remittance to UK if IBAN is not provided.
4. Beneficiary contact number must be provided for remittance to Mainland China.
5. ABA code (codes issued by American Bankers Association) / Fedwire Routing number must be provided for remittance to USA banks if SWIFT is not provided.
6. BSB ("Bank State Branch") number must be provided for remittance to Australian banks if SWIFT code is not provided.
7. For remittance to Canada, please fill in the Beneficiary's address.
8. The above required information covers most of the remittance cases.

Different types of payment (con't)

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(B) Payment not fully against PO/ Payment without PO

< Payment not fully against PO/Payment without PO

New Open Save Delete

Print Preview Print for Approval >>> Submit To Bursary

Application Details Account Assignment Supporting Documents

P.V. no.: 00000051 Input by: Chan Tai Man

Status: Saved Input on: 02.11.2017

*Department: ITSC

*Vendor Name: Chan Tai Man

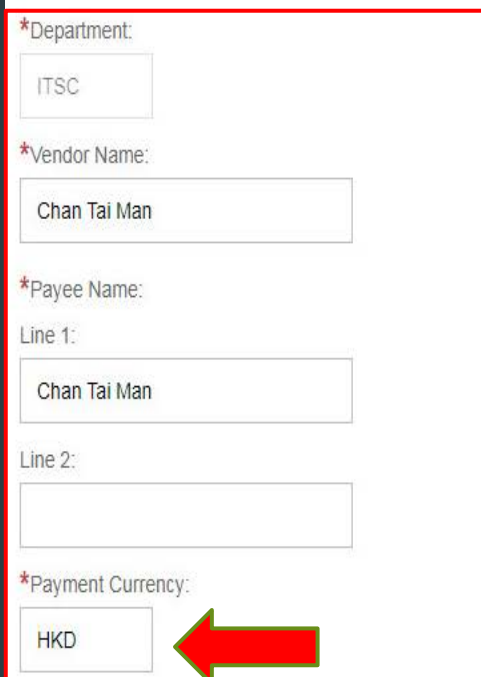
*Payee Name: Line 1: Chan Tai Man

Line 2:

*Payment Currency: HKD

HK ID:

Vendor ID: 7777



(B) Payment not fully against PO/ Payment without PO (con't)

*Department Contact Person:

Lee Siu Ming

*Contact Number:

2481 7777

Payment description:



(B) Payment not fully against PO/ Payment without PO (con't)

Issued at the request of 由：
THE CHINESE UNIVERSITY OF HONG KONG

Accounting Operations Unit
Room 138, 1/F Lady Shaw Bldg
The Chinese University of Hong
Kong

To 寄：
KONG KEE AIR-CONDITION
WATER-ELECTRIC ENG. CO.
新界 大埔 九龍坑
村民信箱 314 號
Hong Kong SAR

HSBC 匯豐

PAYMENT ADVICE 付款通知書

Cheque No. 支票編號: 848139

Date 日期: 22 AUG 2017

Amount 金額: HKD*****8,500.00**

Ref. No. 備考: C001-2002161291

Invoice No.

Payment description

Invoice Date	Reference Number	Description	Invoice Amount (HKD)
2017/07/18	0188	代折裝窗口機	550.00
2017/07/17	0149	代折裝洗面盆	7,500.00
2017/07/18	0189	代折裝窗口機	450.00

This cheque is only valid for payment within six months from the date hereof.
此支票只限於票面日期起計六個月內有效。

This cheque is purchased by and issued at the request of
此支票乃由下列公司購買及委託發出
THE CHINESE UNIVERSITY OF HONG KONG

Pay to the order of 新付抬頭人
**KONG KEE AIR-CONDITION WATER-ELECTRIC
ENG. CO.**
HK Dollars 港幣
***EIGHT THOUSAND FIVE HUNDRED ONLY

Date 日期: 22 AUG 2017

HK \$ *****8,500.00**

548448

The Hongkong and Shanghai Banking Corporation Limited
Hong Kong Office: 1 Queen's Road Central, Hong Kong SAR
香港上海滙豐銀行有限公司
香港總行 皇后大道中一號

NOT NEGOTIABLE
AC/PAYEE ONLY

For The Hongkong and Shanghai Banking Corporation Limited

Authorised Signature(s) 授權簽署

848139 0040502: 379480010 02

Different types of payment (Con't)

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(C) Entertainment (to External Party)

< Entertainment Form (External Payment)

New Open Save Delete

Print Preview Print for Approval Submit To Bursary

Application Details Account Assignment Supporting Documents

P.V. no.: 00000051 Input by: Chan Tai Man

Status: Saved Input on: 02.11.2017

Vendor ID: 7777

*Department: ITSC

*Vendor Name: Chan Tai Man

*Payee Name: Chan Tai Man

Line 1: Chan Tai Man

Line 2:

*Payment Currency: HKD

(C) Entertainment (to External Party) (con't)

*Department Contact Person:	*Contact Number:
Lee Siu Ming	2613 7777
Date of Function (from / to):	
01.09.2017	03.09.2017
Venue:	
Room 115, 1/F. Software Training Center	
Party/Organisation Entertained(Name(s) with number of persons):	
ITSC of CUHK, 70 staffs	
Purpose of Occasion:	
Application development training	
*Notes:	
(1) Official entertainment must involve an outside party.	
(2) Reimbursement claims/payments are to be supported by original receipts/vouchers/bills.	
(3) All reimbursements will be made payable to the payee.	
(4) It is declared that no shark's fins (魚翅), bluefin tuna (藍鳍吞拿), black moss (髮菜), humphead wrasse (蘇眉), ong kong grouper (紅斑) and sturgeon caviar (鱈魚魚子醬) served/consumed in the meal concerned.	
<input checked="" type="checkbox"/>	I have read the above notes.



Different types of payment (Con't)

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(D) Payment to Staff or Student

< Payment to Staff or Student

New Open Save Delete

Print Preview Print for Approval Submit To Bursary

P.V. no.: 0000051

Status: Saved

Input by: Chan Tai Man

Input on: 02.11.2017

Application Details Account Assignment Supporting Documents

*Department: ITSC

*Claimant Name: Chan Tai Man

*Payee Name: Line 1: Chan Tai Man

Line 2:

*Payment Currency: HKD

*Payment Method:

*Staff ID of Claimant: 543216

*Student ID of Claimant:

Different types of payment (Con't)

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(E) Research Studentship Payment

Research Studentship Payment

Navigation: New, Open, Save, Delete, Print Preview, Print for Approval, Submit To Bursary

Application Details | Account Assignment | Supporting Documents

P.V. no.: 00000051
Status: Saved
Input by: Chan Tai Man
Input on: 02.11.2017

*Programme/Department: ITSC

*Department Contact Person: Lee Siu Ming

*Award Period (from / to): 01.09.2017 31.10.2017

*Monthly Award (HKS): 1000.00

*Payee Name:
Line 1: Wong Man Man
Line 2:

*Student ID: 1155000001

*Contact Number: 2481 7777

*Payment Method:

(F) Undergraduate Student Research Studentship Payment

< Undergraduate Student Research Studentship Payment

New Open Save Delete

Print Preview Print for Approval Submit To Bursary

Application Details Account Assignment Supporting Documents

P.V. no.: 00000051 Input by: Chan Tai Man

Status: Saved Input on: 02.11.2017

*Programme/Department: ITSC *Student ID: 1155000001

*Department Contact Person: Lee Siu Ming *Contact Number: 2481 7777

*Award Period (from / to): 01.09.2017 31.10.2017

*Monthly Award (HK\$): 1000.00

*Payee Name: Wong Man Man

Line 1: Wong Man Man

Line 2:

*Payment Method:

Different types of payment (Con't)

Please select the payment type:

☰ Payment to external party ▼

(A) Payment fully against PO

(B) Payment not fully against PO/Payment without PO

(C) Entertainment

☰ Payment to internal party (staff or student) ▼

(D) Payment to Staff or Student

(E) Research Studentship Payment

(F) Undergraduate Student Research Studentship Payment

(G) Entertainment

(G) Entertainment (to Internal Party)

Entertainment Form (Internal Payment)

New Open Save Delete

Print Preview Print for Approval Submit To Bursary

P.V. no.: 00000051

Status: Saved

Input by: Chan Tai Man

Input on: 02.11.2017

Application Details Account Assignment Supporting Documents

*Department: ITSC

*Claimant Name: Chan Tai Man

*Payee Name: Line 1: Chan Tai Man

Line 2:

*Payment Currency: HKD

*Staff ID of Claimant: 543216

*Student ID of Claimant:

*Payment Method:

New function: Upload Supporting documents

Payment to Staff or Student

New Open Save Delete

Print Preview **Print for Approval** **Submit To Bursary**

P.V. no.: 00000051 Input by: Chan Tai Man

Status: Saved Input on: 02.11.2017

Application Details Account Assignment Supporting Documents

Upload Delete View Document

File Name	Description	Date Modified	Time Modified
<input type="radio"/> receipt_a_20170515.jpg	The receipt copy of item 1.	16.05.2017	13:00:00
<input type="radio"/> receipt_b_20170401.jpg	The receipt copy of item 2.	16.05.2017	17:15:09
<input type="radio"/>			

Q & A

Contact Person for CUSAP Phase II (Payment)

Accounting Operations & Systems Unit,
Bursary

1. Ms Monica Yuen, Finance Manager
Tel: 3943 1713
email: monicayuen@cuhk.edu.hk
2. Mr Alex Cheng, Accountant
Tel: 3943 7184
email: alexcheng@cuhk.edu.hk