

## **PART 33 – SERVICES RENDERED BY ONE DEPARTMENT TO ANOTHER**

### **DIVISION 1 - GENERAL**

1. Normally, financial settlement is not required for services rendered by one department to another in the normal course of its functions. The cost of such services is provided for in the estimates of the department rendering the service. Where the cost of the service is not provided for or where recovery of charges for services rendered is implied by the nature of the service or it is basic to the operations of the organisation rendering the service, a financial settlement is required.
2. Financial settlement of inter-departmental transactions, where required, will be done as follows:-

#### **a. Inter-Departmental Charge Note (IDCN)**

- 1) The Department requiring the service (Client) will send a requisition by (FF3) in duplicate to the Department providing the service (Supplier) after ascertaining the approximate cost.*
- 2) The Supplier Department, after providing the service, will raise IDCN in triplicate for the actual cost and send:*
  - Original to Client Department*
  - Duplicate with a copy of FF3 to the nearest Provincial Treasury Office.*
- 3) The Provincial Treasury will raise a Journal Entry citing reference to IDCN and send one copy to the Client Department for completing the Commitment Ledger card and another copy of the Journal Entry to the Supplier Department.*

#### **b. Other Methods:**

For transactions involving other service departments, the specific procedures laid down elsewhere in this Manual would apply.