

Rules on the Procedure of Recording and Payment of Input Invoice

General Provisions

Article 1

The process of control, recording and payment of input invoice in Rectorate and organizational units of the University of Montenegro are defined by these rules.

Article 2

Input invoices include all invoices submitted by suppliers on the basis of delivery:

- Equipment
- Goods
- Material
- Electrical energy
- Water

For implemented services of:

- Phone
 - Representation
 - Performed works
- And

-invoice made of international and local organization for services implemented and so on.

Recording and Submission of Invoices

Article 3

Input invoices delivered by mail, personal delivery, electronically in accordance with the law, submitted with goods or material received, are recorded in the archive with the reception stamp.

Input invoices shall be presented to the Department of Finance in Rectorate through internal book and in the organizational units invoices are submitted to the Dean, director or a person authorized by them.

The Dean, director or a person authorized after analysing the invoices forwards them to employees of the Accounting and Financial Affairs for further processing.

Control of Invoices by Financial Service

Article 4

Service for Finance and Public Procurement in Recorate and employees of the Accounting and Financial Affairs in organizational units perform control of validity of the submitted invoices (review of contents and computational accuracy of the invoice, comparison of invoices with requisition, contract, and record of receipt of goods).

Review of submitted invoices is conducted in cooperation with other organizational units (centres, sectors and services) by submitting written announcements and giving consent regarding to service implemented or delivered goods or materials from their managers.

Head of the Service of Finance and Public Procurement and employees of the Accounting and Financial Affairs in organizational units, after the review implemented, substantial and computational accuracy of the invoice referred to in paragraph 2 of these Rules, confirms the correctness of invoice by the instruction written on the back, taking into account the planned resources from which programs and which items should make the payment, after which puts his signature with the mark " controlled".

Head of the service of Finance and employees of the Accounting and Financial Affairs in organizational units perform invoicing in the book of incoming invoices after implemented checking.

If the check determines that the submitted invoice is invalid, it is recorded particularly through the record of "incorrect invoice" and with attached act which contains explanation, afterwards being returned to the supplier for correction.

Approving Invoices of Payment

Article 5

The Head of Finance and Public Procurement Service and employees of Accounting and Financial Affairs in organizational units submits invoices with the attached documentation for approval of the Rector, Dean, director or a person authorized after control implemented from the Article 4 of these Rules.

Invoice is returned to the Finance and Public Procurement Service or to employee of Accounting and Financial Affairs of organizational units in order to implement their payment and to conduct the process of recording after approving invoices of payment.

Recording of Invoices

Article 6

The Head of the Finance and Public Procurement Service submits the invoice to the Head of the Accounting Service who performs input to the electronic register of suppliers after entering into the book of incoming invoices (this is the procedure that is performed in the Rectorate and for the organizational units this work is performed by employees of the Accounting and Financial Affairs).

When the input in electronic records is implemented, we shall perform a single record of each invoice by vendor, invoice number, type of costs and thus we check once again whether the submitted invoice is correct.

Reception of the Invoice by Fax or E-Mail

Article 7

In case of emergency duties (hotel accommodation, plane tickets, etc.) the invoice obtained on this basis by fax or electronic mail shall be paid immediately upon the receipt, when the procedure from Article 3 of these Rules is implemented.

The Financial Service shall obtain the original document within five days when received by fax or e-mail for paid invoice from the paragraph 1 of these Rules.

Article 8

The Financial Service processes an order for payment of the received invoices electronically or by writing credit transfer.

Article 9

These Rules shall be an integral part of the Book of Operating Procedures of the University of Montenegro.

Article 10

These Rules shall come into force upon adoption and shall be applied on the following day after publication in Bulletin of the University of Montenegro.

Number: 02-1407/2

Podgorica, May 26th, 2016

MANAGEMENT BOARD OF THE UNIVERSITY OF MONTENEGRO

The President,

DuskoBjelica PhD