

PROCEDURE FOR RECOVERY OF EXPENSES INCURRED DUE TO DAMAGE TO UFS PROPERTY

When UFS property is damaged by a person due to negligence, the cost must be recovered from the accused if he/she or the company can be identified. This includes damage to boom gates.

The expense will be invoiced after repairs have been done and the final cost has been calculated.

Debit entity: 1 501 08697 0198

The following conditions apply:

1. The invoice is payable immediately.
2. If the invoice amount is not recovered within three months and no arrangement for payment has been made, the above-mentioned entity will be liable for the expense (if the amount payable is less than R 3 000).
 - a. All possible efforts should be made to avoid this scenario; outstanding invoices should therefore be followed up regularly.
 - b. The department is only liable for the actual cost. Any interest accrued cannot be debited to the department.
3. Amounts higher than R 3 000 that could not be recovered are referred to the attorney.
 - a. The Finance Department is requested to give monthly feedback regarding attorney fees and the progress of the case, so that an informed decision can be made if the expense has to be written off.
 - b. The Department is not liable for attorney fees. Only the actual cost can be written back to the above-mentioned entity.
 - c. If an arrangement was made by the accused to pay back damages over a certain period the issue must be referred to the attorney, regardless of the amount.
4. Copies of all relevant documentation must be sent to Mr Antonie Beukes for record-keeping purposes.

Drafted by: C Loubser
Job Request Administration
FACILITIES MANAGEMENT

Revised: 19 May 2014