

POLICY AND PROCEDURES RELATING TO RECEIVING DEVICES (TV SETS)

Policy Number:

Scope: The policy contains the rules and procedures regarding the:

- **acquisition of receivers (TV sets) which are required by law to pay license fees and**
- **the acquisition / updating / cancellation and payment of TV licenses.**

Policy:

All acquisition of items that are equipped with a receiving device, whether used as a TV or not, and irrespective of the purchase price of the item, must be dealt with in conjunction with the Division Funds and Asset Management.

All payments of annual TV licence fees must be dealt with in conjunction with the Division Funds and Asset Management.

1. Purchasing Procedure

- No receiving device may be provided by a service provider if the relevant Department / Division does not provide proof of a valid business TV license, as communicated with and approved by the Division Funds and Asset Management.
- All acquisition for receiving devices must be requested by an official SU order (refer to the Purchasing Policy and Procedure)
- All Purchase Requisitions for the purchase of a receiving device must be referred for approval by the Purchasing Division to the Division Funds and Asset Management, before confirmation of the official Purchasing Order.
- Division Funds and Asset Management confirms whether the relevant Department / Division is in possession of a valid business TV license.
- If the relevant Department / Division *is in possession* of a business TV licence, the Purchase Requisition is changed to an official Purchasing Order. After completion of the Systematic Goods Receipt, the relevant Department / Division must provide all relevant information of the receiving device, to the Division Funds and Asset Management, who will update the relevant business TV licence account information with regards to the number of sets.
- If the relevant Department / Division is *not in possession* of a valid business TV licence, the Division Funds and Asset Management will advise the relevant Department / Division with regards to completion of the necessary documentation in order to obtain a new business TV licence. With the acquisition of the new business TV licence for the relevant Department / Division, the Division Funds and Asset Management will grant approval / confirmation to the Purchasing Division to final approve the Purchase Requisition for the receiving device, to an official Purchasing Order. No Purchase Requisition may be amended to an official Purchase Order before the relevant Department / Division is not in possession of a valid business TV license, as confirmed by the Division Funds and Asset Management.

2. Licences

- All applications for new business TV licences must be dealt with and finalised by the relevant Department / Division in conjunction with Division Funds and Asset Management.
- All subsequent payments of Licence fees are controlled and dealt with by Division Funds and Asset Management.
- All correspondence regarding the acquisition / updating / cancellation of a TV licence will be controlled and finalised by Division Funds and Asset Management.

3. Responsibilities in the process

- The relevant Department / Division completes a Purchasing Requisition for the acquisition of a new TV set by means of program EAS500P (refer to the Purchasing Policy and Procedure).
- The relevant Department / Division is, in conjunction with Division Funds and Asset Management, responsible for the correctness of the SU TV Register, by providing all relevant information to the Division Funds and Asset Management.
- Purchasing Division refers all Purchase Requisitions regarding TV sets to Division Funds and Asset Management for verification and approval with regards to the relevant business TV Licence.
- Division Funds and Asset Management verifies that the relevant Department / Division is in possession of a valid business TV licence, that the number of sets as indicated on the existing licence is correct and then approve the acquisition of the TV set.
- Division Funds and Asset Management is responsible for maintaining a TV register according to the relevant legislation.

Contact Division:

Funds and Asset Management
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