

INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY



FINANCIAL REGULATIONS JUNE 2019

TABLE OF CONTENTS

SNO	TOPIC	PAGES
1	Foreword	
2	Definitions	
3	Introduction	
4	Duties and responsibilities relating to finance of the University	
5	Preparation of the annual budget for the University	
6	Appointment of budget holders	
7	Authority for and control of expenditure	
8	Revenues	
9	Bank accounts and other related instruments	
10	Payments – General	
11	Payment of salaries	
12	Imprests and petty cash	
13	IMTU appointments, promotions and allowances of an employee	
14	Handing and taking over of cash, cash equivalents, stores and stocks	
15	Purchase of stores and payment thereof	
16	Selection and engagement of consultants	
17	Care and custody of stores	
18	Inventory and inventory control	
19	Management of assets of the University	
20	Charge and disposal of assets	
21	Board of survey	
22	Tender committee	
23	Accounts and auditing of accounts of the University	
24	Accounting policies and practices	
25	Insurance	
26	Losses and irregularities	
27	Miscellaneous provisions	

28	Loss Report	
----	-------------	--

FOREWORD

The International Medical and Technological University (IMTU) was established under the Universities Act of 2005 and was awarded a Charter in Tanzania in 18th August 2010. According to the Charter all financial matters are vested with the Founder. IMTU, like other organizations needs to ensure that a financial management system is in place and is strictly adhered to. The objective of the Financial Regulations (FR) is to ensure the proper, management and reporting of finances and resources as required by the Founder for accountability, internal control, management of risk, and in compliance to financial obligations laid down by the government of Tanzania. These regulations translate into practical guidance relating to the financial control.

Compliance with these regulations is compulsory for all staff connected with IMTU. Each member of staff will have access to a copy these regulations. A member of staff who fails to comply without any reasonable cause will have to be subjected to disciplinary action and any such breach will be notified to the IMTU Council.

The University Finance and Planning Committee is responsible for maintaining a continuous review of the Financial Regulations and advising the IMTU Council of any additions or changes necessary.

Prof. Kagoma S. Mnyika, MD, M.Sc. PhD
Vice Chancellor

DEFINITIONS

In these regulations unless the context otherwise requires the following definitions shall apply;

- 0.1 **“Accounting Officer”** shall mean the Vice Chancellor or any person appointed by the Vice Chancellor to act for him/her during his/her absence. He / She manages and controls the funds of the University.
- 0.2 **“An Officer”** means any employee of the University.
- 0.3 **“Appointments Committee”** shall mean the Appointments Committee for Administrative and Academic Staff established by the International Medical and Technological University Constitution.
- 0.4 **“Board”** shall mean The Board of Trustees of the VEF.
- 0.5 **“Board of Survey”** shall mean a Board appointed by the VC specified under the Regulations.
- 0.6 **“Budget Book”** shall mean a book containing Universities Approved Budget for that year.
- 0.7 **“Budget holder”** is a person appointed according to section 4.1 of these regulations to handle or to be responsible for all the financial matters at his/her Institute, Faculty or Department.
- 0.8 **“Finance Manager”** shall mean the person appointed by the Council to that post and includes any person duly appointed.
- 0.9 **“Chief Internal Auditor”** shall mean the person appointed by the Board to that post and includes any person duly appointed by the Vice Chancellor
- 0.10 **“Competitive tendering”** or ‘Tendering’ means the method of procurement whereby suppliers or contractors are invited by IMTU to compete with each other in submitting priced tenders for the supply of goods, services or execution of works.
- 0.11 **“Consultant”** means a company, corporation, organization, partnership or individual person engaged in or able to be engaged in the business of providing services in any field of professional activity, and who is according to the context, a potential party or the party to a contract with IMTU.
- 0.12 **“Contractor”** means a company, corporation, organization, partnership or individual person engaged in or able to be engaged in engineering work of any kind including repairs and renovations, and who is, according to the context, a potential party or the party to a procurement contract with the IMTU.

- 0.13 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a IMTU officer in the procurement process or contract execution
- 0.14 **“Council”** shall mean the Council of the International Medical and Technological University established by IMTU Constitution of 1997.
- 0.15 **“DVC”** means Deputy Vice Chancellor.
- 0.16 **“DVC Academic, Research and Consultancy”** shall mean the person appointed by the IMTU Council to that post and includes any person duly appointed by Vice Chancellor to act for him/her during his/her absence.
- 0.17 **“DVC Planning, Finance and Administration”** shall mean the person appointed by the IMTU Council to the post, and includes any person duly appointed by Vice Chancellor to act for him/her during his/her absence.
- 0.18 **“Finance and Planning Committee”** shall mean the Committee established by the IMTU Council.
- 0.19 **“Financial Year of the University”** subject to the approval by the Board of Trustees, the Council may determine any period of twelve consecutive months to constitute the financial year of the University. Provided that for the purpose of transition from one financial year to another, the transition period, whether of more or of less than twelve months shall be regarded as if it were a financial year.). According to these FR IMTU financial year is from October 1st-30th September.
- 0.20 **“Fixed Assets”** shall mean the University properties, for which the University will benefit from its services for more than one year. Example: Buildings, Motor vehicles, furniture and fittings etc.
- 0.21 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of IMTU and includes collusive practices among tenderers prior to or after tender submission and designed to establish tender prices at artificial non-competitive levels and to deprive the IMTU of the benefits of free and open competition.
- 0.22 **“Goods”** means raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid or gaseous form, electricity, intangible assets and intellectual property, as well as services incidental to the supply of the goods provided that the value of the services does not exceed the value of the goods themselves.
- 0.23 **“Government”** means the Government of the United Republic of Tanzania
- 0.24 **“Head of Department”** A person in charge of a unit of the University.

- 0.25 **"IMTU"** stands for International Medical and Technological University
- 0.26 **"Imprest"** a sum of money issued to fulfill a service of the university, subject to be accounted for by receipts.
- 0.27 **"Imprest Holder"** shall mean an officer of the University who has at his/her disposal a specified sum of money for disbursement on the University service.
- 0.28 **"Lowest evaluated cost tender"** means a tender which is determined to be the most economic after consideration of all relevant factors and the calculation of any weighting for these factors, provided that such factors have been specified in the tender documents.
- 0.29 **"Order or General order"** shall refer to the written permission of the Vice Chancellor to the budget holder to incur expenditure as per approved budget.
- 0.30 **"PRF"** stands for Payment Request Form.
- 0.31 **"Procurement"** means buying, purchasing, renting, leasing or otherwise acquiring any goods or works by IMTU and includes all functions that pertain to the obtaining of any goods, services or works including description of requirements, selection and invitation of tenderers and preparation and award of contracts.
- 0.32 **"Procurement agent"** means a person or firm specialized in procurement who acts for another called the principal in dealing with third parties in matters relating to procurement.
- 0.33 **"Services"** means any object of procurement other than goods or works, which involve the furnishing of labour, time or effort including the delivery of reports, drawings or designs, or the hire or use of vehicles, machinery or equipment for the purposes of providing transport, or for carrying out work of any kind, with or without the provisions of drivers, operators or technicians.
- 0.34 **"Supplier"** means a company, corporation, organization partnership of individual person supplying goods and services, hiring equipment or providing transport services and who is, according to the contract, a potential party or the party to a procurement contract with the IMTU.
- 0.35 **"Stores"** shall mean all items safely kept in the store, which can be used at any time.
- 0.36 **"Stocks"** shall mean items in the store stored for future use.
- 0.37 **"Tender"** means, depending on the context, either

- (i) A request drawn by IMTU for offers or quotations to be made by suppliers or contractors or
 - (ii) Offer, quotation or technical proposal made by a supplier or contractor in response to a request by IMTU.
- 0.38 **“Tender Committee”** shall mean a Committee established under IMTU Constitution and the subsequent Regulations.
- 0.39 **“University funds”** means all cash, cash equivalents and other resources generated by IMTU and/or availed by the Government, Donors and other sources to the IMTU or its units for the purpose of carrying out activities of the IMTU.
- 0.40 **“Vice Chancellor”** shall mean the person appointed by the IMTU Council and includes any person duly appointed to act in his/her behalf during his/her absence.
- 0.41 **‘Virement’** is defined as any transfer between budget lines within a budget center. Transfers between budget centers are treated as budget amendments. There are rules restricting the extent to which virements can be made and these are defined in the FR.
- 0.43 **‘Whistleblowing’** is defined as an individual taking steps to reveal a malpractice in the workplace. There are separate guidelines available to cover the process if this should be required.

SECTION I

INTRODUCTION

1.1 Title and Date of Commencement

The Financial Regulations has been prepared in accordance with the provisions of the Constitution of the International Medical and Technological University of 1997 on “Financial Provisions of the University”. They shall be cited as The International Medical and Technological University FR and shall come into force after approval by the IMTU Council.

1.2 Application

- 1.2.1 The Regulations apply to all conduct of all the financial affairs of the University, irrespective of the source of funding. These FR shall apply to all staff and all units of the International Medical and Technological University.
- 1.2.2 The VC shall be responsible to the Council and ultimately the Founder for the enforcement of these FR.
- 1.2.3 In the application of these FR, the Vice-Chancellor shall further be guided by the relevant decisions of the Council and the Founder made from time to time.
- 1.2.4 Should the IMTU, enter into any agreement with the Government of Tanzania or any of its agencies that follows the Government FR for procurement, the provisions of the Public Procurement Act No. 3 of 2001(or any other related amendment (s) will have to be observed. However, where such an agency has its own regulations, these shall be observed with the exception of cases that may conflict with the Provisions of the Public Procurement Act No. 3 of 2001 in which case the latter will over-ride such agency procurement regulations.
- 1.2.5 Should the IMTU or the Government of Tanzania enter into any agreement with another Government (on its behalf) or with an agency of another government or an international financing institution for a loan, credit or grant of funds for procurement purposes, that agreement will specify rules and procedures that are to be followed in undertaking such procurement. In such cases, the provisions of the agreement shall take precedence the IMTU procurement regulations.
- 1.2.6 In the case of the funding sources mentioned in (1.6) above, where such an agreement does not specify the procurement procedures and the Government is the signatory, the provisions of the Public Procurement Act No. 3 of 2001 will be fully observed by IMTU.
- 1.2.7 In a case similar to (1.7) above but where IMTU is the signatory to such an agreement that is silent about procurement procedures, the provisions of the IMTU constitution and its FR will be observed.

- 1.2.8 International Medical and Technological University shall ensure that any procurement that is funded in whole or in part by such a loan, credit or grant is concluded according to procedures that will fulfill the obligations to the agency or institution that extended that loan, credit or grant.
- 1.2.9 Units of the IMTU shall not seek clearance of tender documents or award recommendations from an external government, agency or institution that extended that loan, credit or grant before obtaining internal clearance of the same from the IMTU Tender committee.
- 1.2.10 To the extent that the clearance or approval of the IMTU Tender committee conflicts with the external clearance or approval of an external approving authority arising out of the loan or credit or grant agreement, the clearance or approval of the external approving authority shall prevail, but in all other respects, the internal clearance or approval shall prevail.

1.3 Updating

- 1.3.1 Every five years, or more frequently if appropriate, the Deputy Vice Chancellor Planning Finance and Administration shall arrange for the Regulations to be reviewed, and for any changes to be submitted to the Council and the Founder, through the Finance and Planning Committee for their consideration.

SECTION II

DUTIES AND RESPONSIBILITIES RELATING TO FINANCE OF THE UNIVERSITY

A: DUTIES AND RESPONSIBILITIES OF UNIVERSITY ORGANS

2.1 Duties and responsibilities of the Board

- 2.1.1 To ensure that the university is sustainable academically and financially,
- 2.1.2 To administer the properties of the university both movable and immovable,
- 2.1.3 To administer the funds, investments and other assets of the university.

2.2 Duties and responsibilities of the Council

- 2.2.1 To assist IMTU Management to lobby for increased funding from various sources,
- 2.2.2 To submit to the Board proposals from the finance and planning committee on funds management, investments and for other university assets,
- 2.2.3 To recommend for approval of the board, the annual budget of the university and any amendments thereto,
- 2.2.4 To recommend for approval of the Board, the policy and procedures for financial management.
- 2.2.5 Endorse Annual Audited Accounts and recommend for Approval by the Board.

2.3 Duties and responsibilities of the Finance and Planning Committee

- 2.3.1 To advise the council on matters relating to the financial performance and financial planning of the university,
- 2.3.2 To receive annual budget proposals and decide on the financial budget to be presented to the council for endorsement,
- 2.3.3 To recommend to council policies and procedures for financial management,
- 2.3.4 To review the financial performance of the university and discuss financial reports for transmission to council,
- 2.3.5 To make expenditure proposals based on the information from the day to day performance,
- 2.3.6 To propose any changes to the budget for approval of council,

2.4 Duties and responsibilities of the Fund-Raising Promotion Advisory Committee

- 2.4.1 To explore ways of generating funds for the university,
- 2.4.2 To produce a marketing plan for the university,
- 2.4.3 To advise Council and the Board on matters relating to fundraising and marketing,
- 2.4.4 To be responsible for managing the marketing budget for the university.

B: DUTIES AND RESPONSIBILITIES OF UNIVERSITY OFFICERS

2.5 Duties and responsibilities of the Vice Chancellor

- 2.5.1 The accounting officer of the University in close consultation with the Founder,
- 2.5.2 The preparation of the IMTU budget for approval by the Council and the Board
- 2.5.3 Deals with resources mobilization and networking.
- 2.5.4 Co-ordinates preparation of the IMTU Rolling Strategic Plan,
- 2.5.5 Chairs the Tender Committee.

2.6 Duties of the DVC Academic Research and Consultancy (DVC ARC)

- 2.6.1 Responsible for postgraduate studies coordination,
- 2.6.2 Responsible for co-ordination of undergraduate studies,
- 2.6.3 Responsible for co-ordination of continuing education,
- 2.6.4 Acts on behalf of the Vice Chancellor when he/she is away
- 2.6.5 Responsible for co-ordination of Research and Consultancies.
- 2.6.6 The Chief advisor to the Vice Chancellor on academic matters.

2.7 Duties of the DVC Planning, Finance and Administration (DVC PFA)

- 2.7.1 The Chief advisor to the Vice Chancellor on administrative matters including management of funds, university assets and liabilities,
- 2.7.2 Responsible for Planning and budgeting at IMTU,
- 2.7.3 Prepares and operationalize relevant operational policies and procedures

2.8 Duties of Finance Manager Finance Manager

- 2.8.1 Updating of IMTU FR and seeking their approval,
- 2.8.2 Prepares weekly, monthly, quarterly and annual financial expenditure reports,
- 2.8.3 Recommends cost cutting and income generation measures,
- 2.8.4 Links up with DVC (PFA) to prepare annual budget,
- 2.8.5 Oversees the supplies section to ensure procurement procedures are adhered to,
- 2.8.6 Overseeing revenue collection and banking,
- 2.8.7 Ensures bank reconciliation statements are updated regularly,
- 2.8.8 Ensuring timely preparation of end of year reports for audit
- 2.8.9 Ensures accurate and timely data entry
- 2.8.10 Ensures that financial guidelines/regulations are strictly followed.
- 2.8.11 Handles and responds to audit reports.

2.9 Duties of the Chief Internal Auditor

- 2.9.1 Ensures that IMTU financial procedures comply with approved FR and that all matters involving finance are adhered to,
- 2.9.2 Carries out regular checks on the accuracy of accounting records throughout the university in addition to observance of financial standard practice and procedures,
- 2.9.3 Conducts both regular and surprise checks of departmental accounts,
- 2.9.4 Verifies IMTU income from source to the bank and certifies that expenditure is properly incurred according to the approved policy and this is efficiently charged to the relevant codes,
- 2.9.5 Evaluates existing internal controls to ensure that accounting system provide adequate, timely and accurate information, protection against loss through negligence, dishonesty or otherwise,
- 2.9.6 Makes a recommendation from time to time to the Vice Chancellor about checks and changes in the accounting systems and controls. Furthermore, recommendations be made on the adequacy of the security features within the system used by the Finance Department,
- 2.9.7 Ensures that inventory record related to furniture, equipment and other movable assets are maintained in accordance with the IMTU policy and regulations.
- 2.9.8 To carry out investigations as may be required by management.

SECTION III

PREPARATION OF THE ANNUAL BUDGET FOR THE UNIVERSITY

At least six months before the commencement of any financial year, the DVC (PFA) shall request Deans of Faculties and Directors of Institutes to submit new Budgets in the following categories for the subsequent financial year.

- Income Budget,
- Expenditure Budget,
- Capital Budget,
- Reserve Fund (If any)

3.1 Income Budget

Income Budget as far as possible shall source its Funding from:

- a) Such sums as may be provided for the purposes of the University by the Council, either by way of grant or loan;
- b) Such sums as the Council may, from time to time, borrow for the purposes of the University;
- c) Such sums as may accrue to the University from or by way of fees;
- d) Such sums as may accrue to the University from investments, leases, licenses, Consultancies and other services of the University; such sums as may in any manner become payable to or vested in the University either under the provisions of the Trust Deed and the Rules or due to their being incidental to the carrying out of its functions.

3.2 Expenditure Budget

Expenditure Budget proposals shall be submitted within one month of the request by the DVC (PFA). The proposals for ***expenditure budget lines*** shall contain provisions for all the estimated expenditure during the ensuing financial year and in particular:

- (a) For the payment of salaries, honoraria and/or fees, allowances travel and other charges in respect of officers of the University, including the Trustees, the Vice Chancellor, the Deputy Vice Chancellor for Academic Research and Consultancy, the Deputy Vice Chancellor for Planning Finance and Administration and the Dean of Students;
- (b) For the payment of costs relating to teaching, training, research and Consultancy;
- (c) For the payment of allowances, fees and /or expenses in respect of the Council, the Chancellor, members of the Council, members of the Senate, the Convocation, the Graduation and of any other organs of the University;

3.3 Capital Budget

The development and growth of the University, a sizeable amount of for capital development budget has to be set aside each year. Such sums shall include but not be limited to the following:

- a) For the construction, improvement, maintenance and replacement of any building or other immovable property of the University;
- b) For the proper maintenance and replacement of the furniture and equipment of the University.

3.4 Reserve Fund

- a) Reserve fund shall further be categorized into:
 - Budget reserve
 - Capital reserve
 - General reserve
- b) In case of a surplus during the financial year such surplus shall be transferred into General reserve where it is finally appropriated into Budget and Capital reserves.

3.5 Budget Reserve

In case of Budget deficit during the financial year, the Vice Chancellor may locate supplementary budget out of budget reserve with the Board Chairperson's approval

3.6 Capital Reserve

Funds for Development and sustainable growth of the University shall be sourced from the capital reserve fund.

3.7 General Reserve

In addition to the appropriation of the surpluses, the General reserve shall also draw funds for the following:-

- (a) For the payment of all pensions, gratuities and other charges in respect of retirement and similar benefits which are payable out of the funds of the University;
- (b) For the creation of such reserve funds to meet future contingent liabilities as the Board may think fit.

3.8 Submission of Draft Budgets

3.8.1 On receipt of the proposals, the DVC (PFA) shall prepare a draft Budget to be submitted to the Finance and Planning Committee for scrutiny and consideration after which the Finance and Planning Committee will recommend it to the Council for endorsement and to the Board for Approval.

3.8.2 The VC shall submit the Revised (Recast) Annual budget for the Current Financial Year to The Council through the Finance and Planning Committee and the Council where:

- (a) The Budget endorsed by The Council.
- (b) There is saving arising from different sources or from the Council supplementary fund
- (c) There is necessary and unforeseen expenditure, which was not considered in the budget.

3.83. For small budget variations arrangements referred to under section 3.6 shall apply

3.9 Incurring Expenditure

No expenditure shall be incurred by and for the purpose of University except in accordance with the provisions of the annual budget or in accordance with the provisions of any supplementary budget approved by the Council and the Founder

3.10 Virement

3.10.1 Budget holders do not have authority for virement without first submitting a request to the Vice Chancellor. Requests for Virement relating to non-staff costs, up to a limit of 10% of the approved budget, shall be submitted to the DVC PFA through the Finance Manager Finance Manager for consideration and approval. Any virement above 10% shall be approved by the Council.

3.10.2 The Finance Manager Finance Manager is also responsible for submitting requests for virement of resources above 10% to the Vice Chancellor for approval.

SECTION 1V

APPOINTMENT OF BUDGET HOLDERS

4.0 Appointment of Budget Holders

The Vice Chancellor shall appoint in writing the DVCs, Principals, Deans or Directors and Principal Investigators of Funded Research Projects as Budget Holders.

4.1 Communication of the approved Budget

At the beginning of each financial year, the Vice-Chancellor shall circulate a budget book indicating the budget categories and budget lines as approved by the Council and the Founder

4.2 Authority to Incur Expenditure

The approved budget constitutes an authority for the Budget Holders to incur expenditure under the respective budget line subject to availability of funds.

4.3 Performance Review

A review of the budget performance for every operating unit shall be made every three months and the report shall be submitted to the Finance and Planning Committee, the Council and the Board. The actual results shall be compared with the budget, the variance determined and overruns of 25% or more on any budget line item explained after which corrective measures shall be taken.

SECTION V

AUTHORITY FOR AND CONTROL OF EXPENDITURE

5.1 Approval and Issue of Orders

- 5.1.1 The Annual Budget as approved by the Council and the Founder shall constitute the authority necessary for charging of expenditure to the funds of the University. No sum shall, however, be withdrawn from the funds of the University except under the authority of the Founder.
- 5.1.2 At the beginning of each Financial Year, the founder shall issue a General Order to the Vice Chancellor authorizing expenditure of funds in accordance with the approved budget, with the exception of funds over which the Founder wishes to exercise special control.
- 5.1.3 The Budget Holders shall be aware of the specific purpose or purposes for which each allocation is made available and of the necessity for complying with the instructions in the budget book. A budget holder has to regulate his/her expenditure so as to ensure that the amount allocated to him/her are not exceeded or exhausted prematurely.
- 5.1.4 Application for additional provision is to be made by the budget Holder on the Approved Form, and submitted to the Vice Chancellor, Finance Manager. The application is to be supported by full details of the necessity for the additional provision and the reason why it is essential.
- 5.1.5 No application for additional provision will be entertained unless it relates to urgent expenditure which was unforeseeable at the time the budget was prepared and which cannot be postponed for consideration in the following financial year without serious injury to University interests. It must also be shown that this urgent expenditure could not have been met by curtailing expenditure chargeable against the moneys provided under the same item of the budget or virement from other budget lines.
- 5.1.6 No commitments are to be made until authority for additional expenditure has been obtained from the Founder through the Vice Chancellor and/or the Finance Manager
- 5.1.7 A Budget Holder shall be personally liable for unbudgeted expenditure resulting from carelessness or negligence on his/her part.
- 5.1.8 Where savings are guaranteed to cover the additional provision required, the Vice Chancellor may grant permission on recommendation by the Finance Manager

5.2 Savings on Approved Budget Lines

- 5.2.1 In cases where savings are available from other budget lines of expenditure under the same sub-heading and have been guaranteed in support of an application for additional provision, the original budget line from which these savings are to be made will be reduced accordingly and the budget holder shall ensure that the reduced budget is not exceeded.
- 5.2.2 Where an Appointments Committee for Administrative and Academic staff has decided that no offer can be made with reference to an established post or the appointee cannot take up his/her post at the time envisaged in the budget. Budget Holders may propose to the Vice Chancellor that the resultant savings on salary be used to appoint another staff on temporary or part-time basis to fill the gap where the vacancy exists and the Vice Chancellor may approve such proposal.
- 5.2.3 The authority conveyed by any order of the VC automatically lapses on the last day of the financial year unless an earlier date has been indicated. Therefore a Voucher passed for payment in one financial year is not to be paid after the close of that year unless it has been accepted as expenditure against a new order for the following year.
- 5.2.4 Savings on recurrent expenditure shall not be carried forward from one financial year to the next. These savings shall be transferred to the General Reserve Fund and shall be at the disposal of the Planning and Finance Committee appropriation. Orders must therefore be made early to ensure that charges will be received in time for payment before the close of the respective financial year.

5.3 General

- 5.3.1 In order to ensure strict control over expenditure no charges shall be made against any budget line except for the special purpose for which provision has been made and expenditure is to be charged against the appropriate item.
- 5.3.2 Each Budget holder shall keep a record that shows actual expenditures, commitment and balance that is available for expenditure at any one time. This record shall serve as a tool to monitor and control the budget allocation.
- 5.3.3 The authority of disburse donations on behalf of the University is vested on the Vice Chancellor as per approved budget of the University.

5.4 Authorizations limits for payments

The authorization limits for the payments of the University shall be as per the chart of Authorization limits attached to these regulations. The authorization limits shall be reviewed as and when required.

SECTION VI

REVENUES

6.1 Responsibility of Revenue Collection

- 6.1.1 The Vice Chancellor, being the University's Accounting Officer shall be responsible for ensuring that adequate safeguards are in place and are applied for the prompt collection, proper recording, accounting and use of all University Revenue.
- 6.1.2 The Vice Chancellor shall ensure through the DVC PFA that all persons liable to pay revenue are informed by bills, demand notes or other appropriate notices of debts which are due and that they are reminded promptly and frequently of revenue which is in arrears and that adequate measures are taken to obtain payments including through the courts where circumstances require.

6.2 Notification of Revenue

- 6.2.1 The Finance Manager Finance Manager shall be the Official Receiver of all monies accruing to the University.
- 6.2.2 The Finance Manager Finance Manager under overall supervision of the DVC (PFA) and in conjunction with Budget Holders concerned shall make and maintain adequate arrangements:
 - (a) for the financial organization, accounting and Book-keeping necessary to ensure the proper recording of all sums due to the University, and
 - (b) for the collection, custody, control, prompt and proper accounting of all the University Income.
- 6.2.3 Particulars of all charges to be made for work done, services rendered or goods supplied by a Budget Holder to another shall be promptly notified to the Finance Manager for the purposes of raising charges to the parties concerned.
- 6.2.4 The Vice Chancellor, the DVC PFA, the DVC ARC, or any other Officer of the University shall notify the Finance Manager of all monies due to the University under agreements prepared in their departments. A copy of each of the completed documents including statements in respect of all purchases and sale of property shall be forwarded to the Finance Manager.

6.3 Recording and Control of Income

- 6.3.1 Sums due to the University shall not be written off in the accounts except by approval of the IMTU Council on its behalf. However, the Finance Manager shall keep a register of such amounts written off for possible future recovery.
- 6.3.2 The Finance Manager shall be the custodian of the University funds. Budget Holders are to take proper steps within their powers to collect and remit such funds to him/her Finance Manager within seven days.
 - (a) Every sum received on behalf of the University by cashier or other authorized employee of the University shall be immediately acknowledged by the issue of an official receipt, ticket or voucher. The official receipt must be completed, in indelible writing, by the receiving officer, signed, stamped and dated. The receipt shall show clearly the purpose for which the money was paid.
 - (b) No form of receipt, ticket or voucher is to be used without authority of the Finance Manager Finance Manager who will arrange for the printing of all forms of receipts, tickets or vouchers, and ensure that they are serially numbered, recorded and controlled.
 - (c) When a cheque is received the number of the cheque, the paying Bank and the amount shall be quoted on the receipt.
 - (d) The Public should be informed by way of a notice that an official receipt must be obtained for any sum paid to the University.
- 6.3.4 Every transfer of IMTU's money from one employee of the University to another shall likewise be immediately acknowledged by the issue of receipt, or in appropriate cases, by signature in the cash accounting records.
- 6.3.5 All money received on behalf of the University by any Faculty, Institute or Directorate shall be deposited by the Finance Manager directly with the University's bankers. All such moneys shall be deposited within seven days.
- 6.3.6 All moneys received in foreign currency shall be receipted, recorded and banked in that currency.
- 6.3.7 Where a Financial Instruments such as receipt(s) or cheque(s) are misplaced or lost, they must be barred from further use.

6.4 Physical Handling of Cash/Negotiable Instruments

- 6.4.1 All cheques for the University should be addressed to International Medical and Technological University. Cheques received shall immediately be crossed “Not Negotiable Account Payee Only” and endorsed “For the credit to the account of the International Medical and Technological University”.
- 6.4.2 The Finance Manager shall pay promptly into the University’s bank account daily all monies received by him/her and in any event not less than twice weekly.
- 6.4.3 Cash in physical transit shall be insured, entrusted to an officer covered by fidelity guarantee insurance and shall be moved under armed escort.
- 6.4.3 In all cases however, where value is to be given in return for a cheque and there is doubt if the cheque will be honored, the value is not to be given until the cheque has been honored, or cash should be demanded. An officer shall be liable for any loss if he/she has not taken reasonable precautions. Personal cheques shall not be received in exchange for cash or cash equivalents.
- 6.4.5 All cash payments with exception of application fees must be paid directly onto the university’s bank account.
- 6.4.6 At the end of the financial year, the Finance Manager shall initiate cash count at all revenue centers. The cash count shall be witnessed by the Chief Internal Auditor or his representative where a cash certificate shall be issued.
- 6.4.7 Each Budget Holder who receives money on behalf of the University for which he is accountable to the University shall keep such records including an accurate chronological account of all receipts and deposits in connection therewith as may from time to time be approved by the Finance Manager.

6.5 Printing and Control of Receipt Books

- 6.5.1 All official receipts, forms, books, vouchers and tickets shall be in approved form and all such forms, books, tickets, vouchers, licenses and coupons for which fees are chargeable shall be ordered, controlled and issued to Faculties, Institutes, and Directorates by the Finance Manager and all receipts and issues thereof shall be properly recorded and acknowledged.
- 6.5.2 All receipts shall initial the counterfoil and ensure that they contain all necessary details the amount received, particulars of the payment and the date and that they accord with original and if such documents and copies to be reproduced by carbon paper, the officer issuing those documents shall ensure that the copies are clear and legible in every aspect.
- 6.5.3 No alteration shall be made to any receipt document or other similar document and if error is made in completing the document or if the document is otherwise spoiled, the original and the counterfoil or copies shall be clearly marked as cancelled and initialed by the officer empowered to issue the document.

6.6 Research Grants

- 6.6.1 Research can be defined as original investigation, undertaken to gain new knowledge and understanding, which may be directed towards a specific aim or objective.
- 6.6.2 The term 'Research Grant' is restricted to research projects funded by the government, donors, research institutions, foundations and charities.
- 6.6.3 Where approaches are to be made for outside bodies for support for research projects or where contracts are to be undertaken on behalf of such bodies, it is the responsibility of the Head of Department to ensure that the financial implications have been appraised by the DVC PFA.
- 6.6.4 The DVC PFA is responsible for examining every formal application for grant and shall ensure that there is adequate provision of resources to meet all commitments. The research agreement must be in line with IMTUs policy regarding to different costs and other expenses and take account of different procedure for pricing of research projects depending on the nature of the funding body.
- 6.6.5 Research grants and contracts shall be accepted on behalf of IMTU by the Vice Chancellor.
- 6.6.6 The DVC PFA shall maintain all financial records relating to research grants and contracts and shall initiate all claims for reimbursement from sponsoring bodies by the due date.
- 6.6.7 Each grant or contract will have a named supervisor or grant holder and will be assigned to a specific budget centre.

6.7 Custody of Accountable documents

- 6.7.1 The following documents shall be classified as accountable documents and shall be kept in safe custody under lock and key at all times
 - (a) Property title deed
 - (b) Cheques (used and unused)
 - (c) Receipts (used and unused)
 - (d) LPO's
 - (e) Payment Vouchers
 - (f) Shares Certificates
 - (g) Fixed Deposit Receipts (Certificates)
 - (h) Treasury Bond certificates
 - (i) Treasury Bills Certificates
 - (j) Certificates for investments in money market and other short-term investment.
 - (k) Insurance policies
 - (l) Motor vehicle registration Cards

The Finance Manager Finance Manager shall be responsible for the safe keeping of financial instruments, loan agreements, share certificates and other securities. He/she shall ensure that deeds, leases and other agreements are held in an appropriately secure, fireproof location. Copies of the documents and other such documents must be forwarded to the secretary who will arrange the safekeeping of such duplicates at a separate location. The secretary, the Finance Manager and the corporate secretary shall be responsible for maintaining a register of such documents, and will arrange for verification of the physical contents to the register from time to time.

SECTION VII

BANK ACCOUNTS AND OTHER RELATED INSTRUMENTS

7.1 Opening of a Bank Account

The Council shall arrange for such accounts to be opened/kept as may be necessary from time to time. No bank account shall be opened unless that account is for the furtherance of the International Medical and Technological University lawful business and is properly approved by the Council. The accounts so opened shall be restricted to the specific purposes initially intended for.

7.2 Electronic Banking Arrangements

7.2.1 All arrangements concerning the use of electronic banking arrangements for payment of staff salaries, creditors, etc, must be approved by the Council and the Founder on the recommendation of the Vice Chancellor.

7.2.2 The DVC PFA must ensure that controls over and access to such facilities are established and enforced.

7.3 Closing of a Bank Account

The Bank Account shall be closed where:

- (a) In the opinion of the Finance Manager, the Account does not operate in conformity with the purposes initially intended for. In such circumstances, the he/she shall request the Vice Chancellor to recommend to the Council and the Founder to approve the closure of such an account.
- (b) The purpose for which the account was intended has been fully fulfilled.

7.4 The Safe

Every safe which is utilized for the purpose of storing cash, must be securely walled in and inside the wall of the building in which it is situated. The access to safe must be adequately safeguarded by ensuring that access is only possible by more than one person each having a different access code or key.

7.5 Cheque signatories.

Cheque signatories of IMTU shall be appointed by the Founder.

There shall be two signatories on each cheque, one from Block “A” and the other from Block B in which case, the signatory from Block “A” shall only sign cheques already signed by a signatory from Block “B”.

Each Block shall consist of either the following:

Block A	Block B
<ol style="list-style-type: none">1. The Vice Chancellor2. DVC Planning, Finance and Administration.3. DVC Academics, Research and Consultancy	<ol style="list-style-type: none">1. The Finance Manager2. Director of Planning3. Senior Accountant / Officer

- 7.3.1 The main signatories for Block “A” shall be the Vice Chancellor and the DVC Planning Finance and Administration. For Block “B” the Finance Manager will be the main signatory.
- 7.3.2 A cheque signatory shall initially check through the cheque and all documents supporting it to satisfy himself / herself that the payment is in order before he/she finally signs the cheque, and may be held liable for errors that may arise because of his/her carelessness or negligence.
- 7.3.3 Signatories to units, Directorates and Faculty/Institute special accounts will also constitute two signatories in each category. The DVC Planning, Finance and Administration or anyone acting on his behalf will approve signatories to these accounts.

7.6 Control over Cheque Books

- 7.6.1 The Finance Manager shall cause to be maintained a register of University Cheques. Numbers of cheque books obtained from the bank shall be accounted for therein in numerical sequence.
- 7.6.2 All cheques must be kept under lock and key when not in use. Counterfoils and bank lists of all cheques as well as the cancelled cheques must be retained in the office.
- 7.6.3 Lost cheques should only be replaced under authorization of the Vice Chancellor after receipt of a written indemnity from the payee duly approved by competent authorities.
- 7.6.4 Replacement of a cheque should order be done after notifying the bank of the lost cheque and a stop order must be issued by the main signatories to that effect within 24 hours following discovery of the loss.
- 7.6.5 All cheques drawn in respect of payment for supply of goods and service, investments and contractor must be crossed ‘ACCOUNT PAYEE ONLY’ and issued to an authorized person after seeing his/her identity card. The person receiving the cheque should sign in the cheque payment voucher and subsequently acknowledge the receipt by issuing official receipt,

- 7.6.6 Payment amounting more than Tshs. 100,000/= shall be by cheque,
- 7.6.7 Cancellation of a cheque having been signed must be approved by the Finance Manager
- 7.6.8 Re-statement of stale cheque is strictly not allowed,
- 7.6.9 All cheques issued by the University which are not presented to the bank within six months after the issue shall be treated as stale cheques and shall all be credited to a 'stale cheques account' and debited to the Bank account. Fresh cheques would be issued on specific request by the claimant.

7.7 Execution of Instruments and Charges over Assets

All conveyances, transfers, contracts, guarantees, agreements, bonds, authorities, mortgages charges, bills of exchanges, promissory notes, bank drafts, letters of credit, securities and other instruments whatsoever to which the University is a part to shall be executed, on behalf of the University by:

- (a) The Chairperson IMTU or
- (b) The Vice Chancellor. or
- (c) Any member of the Board so appointed by Board's resolution

7.8 Bank Reconciliation

For all bank accounts of the University, bank reconciliation must be prepared at the end of every month. The Finance Manager shall ensure timely preparation of the bank reconciliation statements.

SECTION VIII

PAYMENTS – GENERAL

8.1 Preparation of Payment Request Forms (PRF)

- 8.1.1 All requisitions for payments of whatever nature are to be supported by approved and pre-numbered Payment Request Form. They are to contain full particulars of the goods or services for which payment is being made and reference to the authority for the expenditure properly indicating the relevant budget lines. Supporting documents shall be attached on the PRF.
- 8.1.2 All Payment Request Forms are to be typed or written in legible and indelible writing. As far as possible separate vouchers are to be prepared for payments in respect of different budget line allocations. The amount to be paid on petty cash voucher has to be expressed in words as well as in figures and care should be taken not to leave any spaces for other insertions. All PRF are to show the appropriate budget line to which the charge is to be allocated and are to be signed by the authorized Budget holder.
- 8.1.3 Every Payment Request Form shall be certified and signed by the Budget Holder authorized to incur the expenditure and where the relevant PRF contains more than one certificate it is to be signed separately. Alterations on a PRF are to be usually discouraged. Where it becomes necessary, they shall be counter-signed by the person who authorized the voucher.

8.2 Authorization and Certification of the Payment Request Form

- 8.2.1 A person authorizing a voucher is responsible for the accuracy of every detail covered by his/her certificate to include that:
 - (a) The service specified has been performed satisfactorily or goods have been received in good condition.
 - (b) The purchase price is fair and reasonable.
 - (c) The computations and casting on the PRF have been verified and are arithmetically correct.
 - (d) Persons named on the PRF are those entitled to receive payment.
 - (e) Stores purchased have been taken on charge or have been correctly issued if they are of immediate use.
- 8.2.2 No person is permitted to sign a Payment Request Form, which is made payable to himself, or his associate.
- 8.2.3 With the exception of vouchers paid out of standing imprest, all vouchers for payment must be submitted to the Finance Manager for authorization.

- 8.2.4 As far as possible, all payments to staff and officers of the University shall be made by crossed cheques. All payments to outsiders of whatever amount shall be made initially only by crossed cheques. The cheques will only be opened upon receiving a special request by the cheque beneficiaries. The Board of Trustees or Council acting on its behalf shall from time to time set a ceiling of the amount of funds for which a cheque can be opened.
- 8.2.5 The Board of Trustees or Council acting on its behalf shall set a maximum amount of funds that can be paid in cash against a petty cash voucher.
- 8.2.6 Cheque signatories must have no part in:-
- (a) Cheque writing,
 - (b) The purchase and receipt of goods,
 - (c) The recording of accounting transactions.
 - (d) Authorization of payments
- 8.2.7 All PRF and the supporting documents must be stamped “PAID” upon conclusion of the payment transactions.
- 8.2.8 No Budget Holder shall be allowed to approve photocopies of the original PRF or attachments that are not originals if the payment is payable in more than one.
- 8.2.9 Under no circumstances should a cheque signatory sign a blank cheque.

SECTION 1X

PAYMENT OF SALARIES

9.1 Appointment of Staff

- 9.1.1 No appointment of any employee and no promotion of existing ones shall be made unless such positions have been provided for in the staff establishment.
- 9.1.2 Persons who are entitled to receive salaries are those officers whose posts are scheduled in the approved establishment of a Faculty, School, Institute or Directorates.
- 9.1.3 Every person on first appointment or transfer to the University service shall be issued with a letter of appointment. This letter is the authority for payment of salary. No payment of salary shall be made unless such a letter has been issued by the appropriate authority and the employee is confirmed to have reported on duty.

9.2 Payroll Particulars

Each employee shall be assigned an identification number which shall be recorded on all documents concerning any transactions of such staff e.g. Imprest application form, advances, payroll card etc. Payroll sheets shall be prepared according to the payroll number sequence and against each payroll; appropriate cost center number shall be shown to facilitate cost allocation.

9.3 Payment Procedures

- 9.3.1 Payment of all salaries shall be made by the Finance Manager. Cheques and Bank credits for payments of salaries and wages shall be prepared by the Finance Manager or by a person authorized by him/her. Payroll sheets shall be stamped and signed by the person preparing, checking and approving.
- 9.3.2 Salary advances and loans up to the maximum of three months' salary may be granted to a member of staff of the University on application to the DVC Planning, Finance and Administration provided that:
 - (a) Funds are available for that purpose,
 - (b) Net take home pay after recovery of such loan shall not fall below a third of the net pay, and
 - (c) The amount so granted shall be recovered within the same University Financial Year.
- 9.3.3 The Finance Manager shall maintain proper records for salaries and wages paid to all employees of the University.
- 9.3.4 Payroll returns such as PAYE, Pension etc. shall have to be filed with appropriate authority in good time to avoid penalties.

9.3.5 The Finance Manager shall be informed by DVC Planning Finance and Administration immediately when an officer's services are suspended or terminated. A letter to this effect should be sent to the Finance Manager latest within a week of the event. The acknowledgement of the letter should be monitored since delay in communication may lead the officer to continue to draw salaries to which he/she is not entitled. Payments due to the suspended or terminated or contract ended employee will be guided by the relevant institutional HRM policy.

9.4 Allowances

All allowances which may be paid to employees shall be paid as approved by Council.

9.5 Termination or Suspension of Employment

9.5.1 Where an Officer absconds from the services of the University, the Head of Faculty/Institute or Directorates shall immediately report the incidence to the VC, DVC Planning, Finance and Administration and the Finance Manager. Upon receipt of such information, the Finance Manager shall arrange to suspend the Officer's salary pending final decision from the VC and or DVC Planning, Finance and Administration.

9.5.2 Where an Officer absconds from the services of the International Medical and Technological University, the Head of Department shall immediately report the incident to the DVCPFA and the Finance Manager. Upon receipt of such information, the Finance Manager shall arrange to suspend the Officer's salary pending final decision from the Appointments Committee or the DVCPFA as appropriate.

SECTION X

IMPRESTS AND PETTY CASH

10.1 Application of Imprest

- 10.1.1 An Officer of the University may be provided with funds when it is expedient for him/her to make payments on University account without prior submission of receipts/petty cash vouchers to the Finance Manager. These funds are provided in the form of Imprest. The Finance Manager shall issue imprest only on the recommendation of the Dean of the Faculty, Director of an Institute or Directorate. An imprest shall be issued to an individual member of staff by name and not to the holder of an office.
- 10.1.2 Application for Imprest shall be made on appropriate forms and addressed to the Finance Manager by the Dean of the Faculty or School Director of an Institute, or Directorate, who is to state the purpose of the Imprest, the amount required and the name of the applicant. He/she shall certify that the imprest is not excessive and that it is required to incur expenditure for the University lawful business.

10.2 Retirement and Renewal of Imprest

- 10.2.1 The Finance Manager may issue standing imprest to a Faculty or School or Directorate or an Institute for the purpose of defraying petty cash expenses. The Dean of the Faculty or School, the Director of an Institute or the Directorate shall submit an application to the Finance Manager requesting him to issue a standing imprest.
- 10.2.2 There shall be three types of imprest:
- (a) Standing Imprest [small amounts of cash for office use on little items. It is frequently replenished and retired at the end of the year]
 - (b) Special Imprest [Cash Float for a special activity or project. It is retired immediately after the completion of an activity or project]
 - (c) Safari Imprest [Cash for an officer on safari for subsistence e.g. per diem. Operates on a fixed rate based on the number of travel days. Operationally IMTU will issue 80% of the imprest as advance, on return and approval by the relevant head of department, the balance on the 20% is reimbursed].
- 10.2.3 All imprests shall be retired within the due date failure of which recovery shall be made from his/her salary without notice. The Finance Manager shall conduct quarterly review of all outstanding imprests.
- 10.2.4 A second imprest shall not be issued unless the previous one has been fully retired with exception of the standing imprests issued to units.

- 10.2.5 Except for Research and consultancy related imprests that shall be guided by other regulations, all other imprests shall be accounted for within two weeks after the purpose for which it was intended is completed. If the imprest is not accounted for within this period, the Finance Manager is empowered to recover the full sum issued from the officer concerned without notice. The imprest shall be accounted for by submission of receipts/petty cash vouchers in respect of the disbursement made and the repayment of any unexpended cash balance to the University unless some funds are due to the imprest holder as a result of justified over-expenditure.
- 10.2.6 The holder of a standing imprest for a unit shall renew the imprest regularly by submitting a summary of expenditure supported by certified receipts/petty cash vouchers to the Finance Manager who will examine the documents for accuracy and correctness.
- 10.2.7 All petty cash vouchers paid out of an impress must be certified as correct and be properly coded.
- 10.2.8 Standing Imprest Holders shall maintain a cash book to record all petty cash transactions. The cash book shall be checked, balanced and approved by the Budget holder before any reimbursement is made.

10.3 Travelling, Subsistence and Other Allowances

- 10.3.1 It is the policy of the IMTU that employees are reimbursed the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment. The rates and allowances for such expenses are approved by the Council on the advice of its Finance and Planning Committee and included on all IMTU Travel and Expenses Claim Forms.
- 10.3.2 All claims for payment of subsistence allowances, travelling and incidental expenses shall be submitted for payment using the United African University of Tanzania's Travel Expense Claim Form and in accordance with the prevailing rules, rates and allowances. All claims must be supported by original receipts, vouchers, tickets, etc.
- 10.3.3 Claims by members of staff must be certified by their Head of Department or Dean in the case of Heads of Departments. The Vice Chancellor shall certify the claims of Deputy Vice Chancellor [ARC] and Deputy Vice Chancellor [PFA]. The Deputy Vice Chancellor [PFA] shall also certify claims of the Vice Chancellor. However, in the case of exceptional expenses for travel/subsistence, the DVCPFA shall certify the expenses of the Vice Chancellor and the Deputy Vice Chancellor [ARC] - in particular if both the Vice Chancellor and Deputy Vice Chancellor [ARC] are involved in the same event. Certification shall be taken to mean that the journeys were authorized, the expenses properly and necessarily incurred and that the allowances are properly payable.
- 10.3.5 All foreign visits made by IMTU members of staff must be formally requested, justified and approved prior to undertaking the travel, in accordance with the procedures for permission to Travel. The approved authorization and reporting procedures relating to such international travel will be communicated by the Finance Manager to all Heads of Schools, Institutes or Department who should ensure that all their staff was made aware of them and that they are complied with.

- 10.3.6 Travelling impress shall be accounted for within 14 days after the journey for which it was intended is completed. If the imprest is not accounted for within this period, the Finance Manager is empowered to recover the full sum issued from the officer concerned without notice. The imprest shall be accounted for by completing the appropriate imprest retirement form and submission of vouchers in respect of disbursement made and the repayment of any unexpended cash balance.

10.4 Petty Cash

- 10.4.1 The Finance Manager shall make available impress to a Department or Unit for the purpose of defraying petty cash expenses. The Dean of the School or the Head of Department shall submit an application in the appropriate pre-designed form to the Finance Manager requesting him to issue a standing imprest. Cash receipts must not be added to the petty cash float.
- 10.4.2 Such a petty cash float is provided to pay minor expenses and may not be used for wages or salaries, or for payments to regular suppliers. Petty cash floats must not be used for personal expenditure.
- 10.4.3 It may be used to reimburse travel expenses under an amount prescribed from time to time by the Finance Manager, on condition that a travel claim form is used.
- 10.4.4 Where a single item is for less than TSHS. 20,000 it should, wherever possible, be paid from Department, and Department or Unit petty cash. All purchases must be supported by receipts or vouchers.
- 10.4.5 Requisitions for reimbursement must be sent to the Finance Manager, together with appropriate receipts or vouchers, before the total amount held has been expended, in order to retain a working balance pending receipt of the amount claimed.
- 10.4.6 The relevant Unit is responsible for the security of the float and the member of staff granted a petty cash imprest is personally responsible for its safekeeping. The petty cash box must be kept locked in a secure place in compliance with the requirements of the IMTU insurers when not in use. Petty cash records and floats will be subject to periodic checks by the Head of Department or other independent person nominated by him or her.
- 10.4.7 Standard IMTU petty cash books shall be supplied by the Finance Manager and must be used for recording all imprest accounts.
- 10.4.8 The Finance Manager shall arrange for surprise checks of cash balances to be made at least once every three months.
- 10.4.9 At the end of the financial year a certificate of the balances held should be completed by the member of staff responsible for the float and counter-signed by the Head of Department.

SECTION XI

IMTU APPOINTMENTS, PROMOTIONS AND ALLOWANCES OF AN EMPLOYEE

11.1 Appointment and Promotions

Subject to directives and circulars from the Board of Trustees of, the International Medical and Technological University or Council acting on its behalf and in line with the provisions of the Schemes of Service, no appointment of any employee and no promotion of existing ones shall be made unless such positions have been provided for in the staff establishment.

11.2 Allowances

All staff allowances shall be paid as per staff regulations.

SECTION XII

HANDING AND TAKING OVER OF CASH, CASH EQUIVALENTS, STORES AND STOCKS

12.1 Handing/Taking over Procedures

12.1.1 When the duties of an officer, which involves the custody of University money and other property, (including stores and/or stocks) are handed over to another officer, the following procedure shall be adopted.

- (a) The officer handing over is to ensure that the books, which record University money and other property in his/her custody are entered up to date, ruled off and balanced and that the cash and other property in his/her custody agrees with the balance shown in his/her books.
- (b) The Officer taking over is to check the cash taken over in the presence of the Officer handing over, and to satisfy himself/herself that the cash agrees with the balance shown in the records.
- (c) The keys of the safe, cash box, store house, etc., are to be handed over immediately.

12.1.2 On completion of the above procedure both officers shall sign a certificate, which will show the cash and bank balances and the keys etc., which have been handed and taken over. Signing of the certificate should be witnessed by one appointed representative from the Finance Manager's office and one representative from the Office of the Chief Internal Auditor. Signed copies of this certificate shall be retained by both officers and the original sent to the Finance Manager.

12.1.3 If any discrepancy between the books and the actual balances are revealed at the time of handing over, whether or not the handing over is of a temporary nature, the certificate accompanied by a report of the discrepancy should be forwarded to the Finance Manager. The Finance Manager shall then take immediate action to ensure that the discrepancy is investigated and/or settled.

12.1.4 Where the handing/taking over involves security documents (for example, receipts, LPO books, cheque books, etc.) the officer taking over must satisfy himself/herself and ensure that such documents tally with Index Registers.

12.1.5 These provisions shall also apply to the handing/taking over of all cash equivalents, stores and stocks.

SECTION XIII

PURCHASE OF STORES AND PAYMENT THEREOF

13.1 Placement of Orders

Ordering of goods or services shall be made with an official Local Purchase Order (LPO) which shall be initiated by the Budget Holder and passed on to the Finance Manager for authorization. The order shall show the description of goods or services required, and an estimate of the cost.

13.2 Methods of Procurement

13.2.1 Procurement of goods, works and services shall be made following establishment of Procurement competitive rates using the methods prescribed in the IMTU Procurement Regulations depending on the type and value of the procurement

13.2.2 Budget Holders placing orders are responsible for ensuring that:

- (a) Purchases are made from suppliers appointed by the IMTU Tender Committee.
- (b) Funds are available to cover the purchase.
- (c) Articles are not bought at unduly prices as a result of not observing approved channels during emergencies.
- (d) Orders are not placed for quantities in excess of the requirement.
- (e) Storage facilities are in existence for such stores as will require special storage facilities.
- (f) Overseas orders are placed at the correct time and the following the established procurement regulations from abroad.

13.2.3 The store keeper shall maintain all stores records as up to date as necessary for the efficient running of stores.

13.3 Receipt of Stores

Budget Holders receiving stores are required to:

13.3.1 Check that the number of packages is correct.

- (a) Examine the package for external signs of rough handling or having been tempered with while on transit.
- (b) Check that the weights are correct, as well as the expiry dates.

- (c) If any of the weights disagree or signs of damage are seen, the goods should not be accepted.
- (d) Initiate a timely claim process where appropriate.
- (e) Check the stores against the invoice and or the delivery note.
- (f) Where appropriate, goods or stores received will be inspected by a technical or other suitable qualified person.

13.3.2 It is the duty of the Budget Holders and Store Keepers to ensure that the stores received are recorded correctly in the stores records.

13.4 Issue of Stores

13.4.1 The Store-Keeper shall issue stores to the Budget Holder upon presentation of a stores requisition. The Requisitioning Officer will complete the appropriate order form, and submit it in triplicate to the Store-Keeper for necessary action, in accordance with the Stores procedures.

13.4.2 Issue of stores by Storekeeper or other person having charge of stores shall be supported by requisition signed by a Budget Holder stating the quantity of goods required and the account chargeable. A receipt of the stores issued shall be obtained on a Stores Issue Voucher.

13.5 Stock Taking

13.5.1 Annually, at the end of the Financial year, the stocks as shown by the Stores Accounts shall be extracted on stock sheets. A complete stock taking shall be carried out by a responsible officer annually as near as practicable to the 30th September – the actual stocks on hand being shown against ledger balances together with any resulting deficiencies or surplus provided that annual stock-taking may be waived where a satisfactory system of continuous stock-taking has been in operation during the year.

13.5.2 One representative of the Finance Department and one representative of Internal Auditor shall be present at any stock-taking for the purpose of making test-check.

13.5.3 Each Budget Holder shall sign the stock sheets or stock-records in respect of the stores under his/her control and certify that the particulars shown thereon are correct and forward a stock certificate to the DVC (PFA) vide the Finance Manager.

- 13.5.4 Any surplus or deficits exceeding Tshs 1,000,000/= or any other figure approved by the Board revealed in terms of stock either at the annual stock taking or at any time shall be reported to the Board or Council acting on its behalf in order that authority to write off the deficits or to bring surplus into charge may be obtained where necessary.
- 13.5.5 Stores and other assets deemed to be surplus to requirements or obsolete, shall not be disposed off either by sale or destruction except upon the authorization of the Vice Chancellor. Where the value is less than Tshs. 1,000,000/= or any other figure approved by the Board. Authority of the Planning and Finance Committee will be required and where the value exceeds Tshs. 1,000,000/= or any other figure approved by the Board, the disposal shall be by auction unless it can be shown that there will be a financial loss to the University if this is done.

SECTION XIV

14.1 SELECTION AND ENGAGEMENT OF CONSULTANTS

- 14.1.1 The source of funds for engagement of the consultants will generally determine the process of selection. Where IMTU relies on funding support from Government or its Agency, the provisions of the Public Procurement Act No. 3 of 2001 and any other amendments will be observed. The public procurement Act no. 3 of 2001, whenever it appears must be read together with public procurement of goods and services regulations per government notice No. 138 of July 2001 and No. 137 of July 2001, on selection and employment of consultants. If the funding Agency owned by Government has its own rules and regulations, as long as they do not conflict with the Public Procurement Act, its rules will prevail. Where in conflict the Public Procurement Act provisions will prevail. Where the funding source is non-governmental or from abroad, the procurement procedures of that source will be followed. In case such a funding source is quiet about the procurement procedures, then the following IMTU procedure will be followed.
- 14.1.2 The selection procedure and evaluation criteria to be adopted shall be determined by the procuring unit prior to the invitation of consultants to submit proposals. Such criteria shall be considered by the Tender Committee, which will verify their suitability and make possible comments amendments concerning them, and these will be included in the request for proposals.
- 14.1.3 The Tender Committee reserves the right to give its approval or make comments on the effective application of the selection procedure defined by the procuring unit.
- 14.1.4 Types of selection procedures that shall be applied according to the characteristics of the services required are as follows:
- (a) Selection procedure based solely on *technical quality*, that is to say, the evaluation of the firm's competence, the staff seconded for the assignment and the technical value of the proposal. This is applicable to assignments of a complex technical nature and those with risks likely to have a negative impact on the resulting final project.
 - (b) Selection procedure based on *technical quality* with *price consideration*. This is applicable to assignments of variable complexity.
 - (c) Selection procedure which establishes the compatibility of technical proposal and the services and makes a selection on the basis of the lowest price.

14.2 Selection based on technical quality

- 14.2.1 In the selection procedure based solely on technical quality, the firm which has submitted the best technically acceptable proposal shall be the first to be invited for negotiations.
- 14.2.2 The envelope containing the financial proposal shall be opened in the firm's presence and its contents examined and where no agreement is reached, then the consultant whose technical proposal is ranked the second shall be invited for negotiations.
- 14.2.3 The exercise may continue until an agreement is reached with one of the firms whose technical proposals are considered satisfactory and retained.
- 14.2.4 The financial envelopes containing the proposals of firms not invited for negotiations will be returned unopened to the officers.

14.3 Selection based on combined technical quality and price considerations

- 14.3.1 The selection procedure based on the combined technical quality and price consideration shall start with the evaluation of technical proposals within known standards.
- 14.3.1 The technical proposals considered satisfactory and classified by order of merit shall have the corresponding financial proposals opened.
- 14.3.2 After the necessary correction of any arithmetical errors have been made, a score of 100% shall be given to the lowest financial proposal and the score given to each of the other financial proposals is proportionately reduced.
- 14.3.3 The technical and financial proposals are weighted as specified in the request for proposal and the combined value of the two proposals will be calculated for each firm.
- 14.3.4 Negotiations shall be initiated with the firm that gets the highest combined score until an agreement is reached with one of the firm whose technical proposals are considered satisfactory and retained.

14.4 Selection based on technical proposals and least cost considerations

- 14.4.1 The selection procedure based on the comparability of technical proposals and services involves evaluation of the technical proposal. Firms whose technical proposals are retained shall be those who scored equal or above the minimum specified threshold.
- 14.4.2 At the stage of examination of financial proposals, only the envelopes containing the financial proposals of the best-ranked consultant i.e. top 3 (three) shall be opened. The necessary arithmetic corrections will then be made for the purposes of comparison and the consultant whose financial offer is considered the lowest shall be invited for negotiations.

- 14.4.3 If an agreement is not reached, the consultant whose financial offer is ranked second lowest, shall in turn be invited to negotiate and so on until an agreement is reached with one of the best (three) ranked consultants. In case no agreement is reached with any of the best three the two next best will be called for negotiation until agreement is reached.

14.5 Other methods of selection

In the circumstances, quality and cost based selection is not the most appropriate method for selecting consultants, and other methods are more appropriate, selection methods and the type of services to which they apply shall be determined by agreement between the Tender Committee and the procuring unit. Some of these alternative methods are: *Quality based* selections; selection under a *fixed budget*; least cost selection; selection based on consultant's qualifications; and single source selection.

14.6 Quality based selection

14.6.1 Quality based selection is appropriate for the following types of assignments:

- (a) Complex or highly specialized assignments for which it is difficult to define precise terms of reference and the required input from the consultants to demonstrate innovation in their proposal;
- (b) Assignments that can be carried out in substantially different ways, such that proposals will not be comparable such as management advice, and sector and policy studies in which the value of the services depends on the quality of the analysis.

14.6.2 In quality based selection, the request for proposals may request submission of a technical proposal only or request for submission of both technical and financial proposals at the same time, but in separate envelopes, that is, two – envelope system and the request for proposals shall not provide the estimated budget, but it may provide the estimated number of key staff time, specifying that this information is given as an indication only, and that consultants shall be free to propose their own estimates.

14.6.3 If technical proposals alone were invited, after evaluating the technical proposals using the same methodology as in quality and cost based selection, the procuring unit shall ask the consultant with the highest ranked technical proposal to submit a detailed financial proposal so that the procuring unit and the consultant shall then negotiate the financial proposal and the contract.

14.6.4 All other aspects of the selection process shall be identical to those of quality and cost based selection and if however, consultants were requested to provide financial proposals initially together with the technical proposals, safeguards shall be built in as in quality and cost based selection to ensure that the price envelope of only the selected proposal is opened and the rest returned unopened, after the negotiations are successfully concluded.

14.7 Selection under a fixed budget

- 14.7.1 Selection under a *fixed budget* is a method that is appropriate only when the assignment is simple and can be precisely defined and when the budget is fixed.
- 14.7.2 The request for proposals shall indicate the available budget and request the consultants to provide their best technical and financial proposals in separate envelopes, within the budget.
- 14.7.3 Terms of reference shall be prepared to make sure that the budget is sufficient for the consultants to perform the expected tasks.
- 14.7.4 Evaluation of all technical proposals shall be carried out first as in the quality, cost based selection method, and the price envelopes shall be opened in public.
- 14.7.5 Proposals that exceed the indicated budget shall be rejected. The consultant who has submitted the highest ranked technical proposal among the rest shall be selected and invited to negotiate a contract.

14.8 Least cost selection

- 14.8.1 Least cost selection is a method that is more appropriate to selection of consultants for assignments of a standard or routine nature as audits, project or engineering design of non complex works, and so forth where well-established practices and standards exist, and in which the contract amount is small.
- 14.8.2 Under such method, a “minimum” qualifying mark for the “quality” is established and the proposals to be submitted in two envelopes are invited from a short list.
- 14.8.3 Technical envelopes are opened first and evaluated. Those securing less than the minimum are rejected and the financial envelopes of the rest are opened in public and the firm with the lowest price shall then be selected.
- 14.8.4 Under such method, the qualifying minimum mark shall be established, keeping in view that all proposals above the minimum compete only on “cost”.
- 14.8.5 The minimum mark shall be clearly stated in the request for proposals.

14.9 Selection based on consultants' qualifications

- 14.9.1 Selection based on consultants' qualifications is a method that may be used for very small assignments for which the need for preparing and evaluating competitive proposals is not justified
- 14.9.2 In such cases, the procuring unit shall prepare the terms of reference, request expressions of interest and information on the consultants' experience and competence relevant to the assignment, establish a short list, and select the firm with the most appropriate qualifications and references.

- 14.9.3 The selected firm shall be asked to submit a combined technical and financial proposal and then be invited to negotiate the contract.

14.10 Single source selection

- 14.10.1 Single source selection of consultants is a method that does not provide the benefits of competition in regard to quality and cost and lacks transparency in selection, and could encourage unacceptable practices.
- 14.10.2 The single source selection shall be used only in exceptional cases.
- 14.10.3 The justification for single-source selection shall be examined in the context of the overall interests of a procuring entity and the project, and a Tender Committees responsibility to ensure economy and efficiency and provide opportunity to all consultants to the extent possible.
- 14.10.4 Single-source selection may be appropriate only if it presents a clear advantage over competition in which case single source selection may be justified such as for tasks that represent a natural continuation of previous work carried out by the firm; where a rapid selection is essential such as in an emergency operation; for very small assignments; or when only one firm is qualified or has experience of exceptional worth for the assignment.
- 14.10.5 When continuity for downstream work is essential, the initial request for proposals shall outline this prospect and, if practical, the factors used for the selection of the consultant shall take into account the likelihood of continuity for downstream work.
- 14.10.6 Continuity in the technical approach, experience acquired, and continued professional liability of the same consultant may make continuation with the initial consultant preferable to new competition, subject to satisfactory performance in the initial assignment and for such downstream assignments, the procuring entity shall ask the initially selected consultant to prepare technical and financial proposals on the basis of terms of reference furnished by the procuring entity which shall then be negotiated.
- 14.10.7 If the initial assignment was not awarded on a competitive basis or was awarded under tied financing or reserved selection or if the downstream assignment is substantially larger in value, a competitive process acceptable to the Tender Committee shall normally be followed in which the consultant carrying out the initial work is not excluded from consideration if he/she expresses interest and the Tender Committee will consider exceptions to this rule only under special circumstances and only when a new competitive process is not practicable.

SECTION XV

CARE AND CUSTODY OF STORES

15.1 Responsibility

Every officer having charge of stores and Budget Holders are responsible for safeguarding the stores and ensuring that they are properly sheltered, protected and maintained. These officers and Budget Holders shall also ensure that sufficient levels of stores and stocks are maintained to avoid stock-outs.

15.2 Issuing Procedures

15.2.1 All stores subjected to risks should be adequately insured.

15.2.2 Issues should not be made from a fresh consignment of stores while any balance of previous consignment remains, i.e. First in First out (FIFO).

15.2.3 Stores subject to deterioration should not be allowed to remain in stock for a long time without being inspected.

SECTION XVI

INVENTORY AND INVENTORY CONTROL

16.1 Inventory Control

- 16.1.1 Every Budget Holder shall prepare at least once in a year an inventory in a form agreed by the DVC (PFA) of buildings, all movable plant and machinery, and vehicles. As for furniture, equipment and fittings the Budget Holder shall prepare an inventory to indicate condition and location of each item of asset with intimation to the DVC (PFA) for control purposes.
- 16.1.2 All non-consumable stores of the value exceeding Tshs. 500,000/= or any other figure approved by the Committee or Council acting on its behalf shall be brought on charge in an inventory except those stores used for direct incorporation in works or used in repair of items of machinery.

16.2 Inventory Records

- 16.2.1 Inventory forms will be prepared in duplicate, one copy to be retained by the person having charge of the inventory and the original sent to the DVC (PFA).
- 16.2.2 Budget Holders shall arrange for the complete check of their inventories annually towards the end of the financial year and deficiencies or surpluses revealed or items surplus to requirements or obsolete shall be dealt with in accordance with regulations 13.12 and 13.13 of these regulations.

SECTION XVII

MANAGEMENT OF ASSETS OF THE UNIVERSITY

17.1 Care of the Assets

- 17.1.1 It shall be the duty of the Vice Chancellor to ensure that all assets of the University are appropriately safeguarded and protected against waste, misuse, fraud, theft, pilferage, misappropriation, destruction and other unwanted acts and circumstances.
- 17.1.2 In particular and without prejudice to the generalities of the foregoing, the Vice Chancellor shall:
- (a) Ensure that the assets are adequately insured against fire, theft and other hazards.
 - (b) Ensure that all the University's movable fixed assets are properly indexed and marked.
 - (c) Ensure that appropriate Asset Registers are maintained for all the University's Assets (Fixed and Movable) depending on the values specified in the regulation. The fixed assets register must give the details of the assets e.g. location, cost price, date of purchase, depreciation rate, type of asset, identification code number etc. The fixed assets must be classified according to type of the assets.
 - (d) Institute and maintain necessary physical controls.
 - (e) Take precautions against fire by placing and maintaining serviced firefighting equipment in all University's Buildings and Stores. Provided that the cost of setting up and maintaining such safeguards and controls is economical.
 - (f) All investment properties of the University such as commercial buildings, residential houses, commercial papers, shares and securities held by the University shall be entered in a Register of Investments to be established and kept by the custodian appointed by the Vice Chancellor.

17.2 Control of Assets

- 17.2.1 The Council shall through the VC ensure that any asset whether movable or immovable issued to every officer and every employee of the University whether they are issued to such officer or employees as a tenant, or for use in doing his/her work, or for mere custody is made fully responsible for the care, safety and proper use of such assets.
- 17.2.2 There shall be both annual asset survey and surprise assets survey to verify stores and assets of the university. The annual survey will be conducted annually toward the end of the accounting year and shall be supervised by any staff appointed by the Accounting Officer.

SECTION XVIII

CHARGE AND DISPOSAL OF ASSETS

- 18.1** No charge shall be made on any fixed assets of the University without prior approval of the Founder or the Council acting on its behalf after a recommendation from the Finance and Planning Committee.
- 18.2** No fixed asset of the University shall be disposed off without the approval of the Founder or Council acting on its behalf.
- 18.3** All precaution shall be taken to recover debts payable to the University in the form of fees, rent, loan repayment, interest due to the university and repayment of staff debts. Provision for Bad and doubtful debts shall be made in the annual accounts from time to time in respect of amounts considered by management to be doubtful of collection.
- 18.4** Writing off of bad debts shall be approved by the Founder

SECTION XIX

BOARD OF SURVEY

19.1 Appointment, Composition and Duties

- 19.1.1 The DVCPFA shall appoint a Board of Survey to examine and verify any assets of the IMTU where it is found necessary and at times considered appropriate.
- 19.1.2 The Board shall consist of not less than five members appointed by the DVCPFA. The DVCPFA shall also appoint the Chairperson of the Board of Survey and the Head of the Section responsible for procurement and supplies shall be the Secretary to the Board of Survey.
- 19.1.3 At any meeting of the Board of Survey one half of members shall constitute a quorum.
- 19.1.4 Any person, who has been appointed but is unable to serve on the Board because of emergency, shall report the fact immediately to the DVCPFA who will nominate another suitable member to serve on the Board.
- 19.1.5 The Board of Survey may establish sub committees which shall consist of persons who are, or are not members of the Board for the purpose of advising the Board on any specific matter.
- 19.1.6 An Officer whose assets [e.g. cash balances, securities and inventory] are to be surveyed must be present in his office at the time when the Board has arranged to attend, and ensure that the survey can be carried out with as little interference as possible. He/she must have all books of accounts balanced, inventory records, cash and securities readily available for inspection.
- 19.1.7 The Chairman of the Board of Survey is to advise Deans of Schools, Heads of Department or Units concerned and members of the Board as to the time and place at which the Board will assemble.

19.2 Reporting

- 19.2.1 After the survey, the Board shall submit a report to the DVCPFA signed by all members of the Board. The DVCPFA, on receipt of the report shall arrange to implement the recommendations in an appropriate manner.

19.3 Special Board of Survey

- 19.3.1 The Board of Survey may, from time to time, be appointed by the DVCPFA to sit as a Special Board of Survey for the disposal of assets that are either surplus to requirements or no longer serviceable, or to verify existence and condition of any asset as desired by the DVCPFA.
- 19.3.2 In instances of disposal of assets, if the Board of Survey is satisfied that disposal is the best course of action for assets under consideration it shall make such recommendations in a report to the DVCPFA.
- 19.3.3 With the approval of the DVCPFA the Board of Survey shall advise on the best manner of disposal of the assets for disposal.

SECTION XX

TENDER COMMITTEE

20.1 Appointment, Membership and Proceedings

The Tender Committee for the IMTU shall be responsible to the Council and shall consist of eight (8) members appointed by the Board of Trustees or Council acting on its behalf provided that:

- (a) Five of the members shall be Deans, Directors and Heads of IMTU Departments of which one shall be the Head Procurement and
 - (b) Two shall be appointed by Chairperson of IMTU Board.
- 20.1.2 The Chairperson of the Tender Committee shall be the Vice Chancellor. Other members of the Tender Committee shall be appointed annually.
- 20.1.3 The Head of the supplies office unit shall be the Secretary to the Tender Committee.
- 20.1.4 The Tender Committee may invite any person, whose presence is, in its opinion, desirable to attend and to participate in the deliberations of the meeting of the board but such a person shall have no vote.
- (a) The IMTU Tender Committee may establish sub-committees, which shall consist of persons who are, or are not, members of the Committee for advising the board on any specific technical matters.
 - (b) The Secretary of the IMTU Tender Committee shall communicate all decisions to Head of Units of the International Medical and Technological University including any refusal and the grounds for the refusal within seven days of the decision.
 - (c) At any meeting of the IMTU Tender Committee, one half of the members shall constitute a quorum.

20.2 Duties of the Tender Committee

19.2.1 The IMTU Tender Committee shall:

- (a) Approve the issue of tenders or the use of alternative method of procurement as prescribed in the Regulations, receive tenders and hold tender openings in public, review tender evaluation and recommendations made on that behalf and where appropriate authorize awards of contract;
 - (b) Review all applications for variations, addenda or amendments which exceed the laid-down limits to on-going contracts where the original contract has previously been approved by the works or services being procured are within the authority of the board.
- 19.2.2 The Tender Committee shall also consider and award tenders for disposal of University assets in accordance with Regulation.

SECTION XX1

ACCOUNTS AND AUDITING OF ACCOUNTS OF THE UNIVERSITY

21.1 The Financial Year

The financial year of the University shall run from 1st January to 31st December of every year.

21.2 Books of Accounts

The University shall prepare and maintain Books of Accounts for all its transactions in accordance with International Financial Reporting Standards (IFRSs) and in consistency with the University's objectives enabling and effective conduct and control of its operations and administration.

21.3 Accounting Manual

The University shall generate appropriate financial procedures in a form of manuals for the day-to-day operationalization of these regulations.

21.4 Legal Requirement

The Vice Chancellor shall submit or cause to be submitted to the University External Auditors appointed by the Council the Financial statements of the University within three months after 31st December each year for audit.

21.5 Audit Requirement and Procedures

20.6.1 The University External Auditors are entitled to have access to all books, records and returns relating to the accounts.

20.6.2 It shall be the duty of the Finance Manager to obtain written acknowledgement of all accounting books and records and returns and any other documents related to these and hand them over to the University External Auditors for conduct of the audit of the Accounts of the University.

20.6.3 The Vice Chancellor shall give the University External Auditors every facility necessary to carry out the audit.

20.6.4 It shall be the duty of the Vice Chancellor or the Finance Manager at the discretion of the Vice Chancellor to reply promptly to any observations and queries raised by the University External Auditors.

20.6.5 The use of green pencil and ink shall be exclusively reserved for University External Auditors and officers of the Internal Audit unit, and the Finance Manager shall ensure that they are not, in any circumstances used in the preparation of receipts, payment vouchers or other accounting entries or returns in any of the other offices of the University.

21.6 Retention of Accounting Documents

- 20.7.1 All accounting documents and records shall be retained in an orderly manner and satisfactory condition within the University until the last day of the relevant accounting period. Accountable documents shall be kept for a period of 5 (five) years while non-accountable documents shall be kept for a period of 2 (two) years, subject to certification by external auditors that, they will not be needed in future.
- 20.7.2 Copies or counterfoils of issued receipts and cheque books may be disposed off only after notification in writing by DVC (PFA) that they are no longer required by the University External Auditors.

21.7 External Auditor's Report

- 20.8.1 The Vice Chancellor shall submit through the Council to the Founder the External Auditor's Report on the accounts of the University as soon as practicable but not later than the subsequent Board meeting. This report carries the opinion of the auditors about the audited financial statements.
- 20.8.2 The auditors also issue a Management Report (sometimes referred to as Management letter or a letter of weakness) of which management is required to provide responses.

SECTION XXII

ACCOUNTING POLICIES AND PRACTICES

- 22.1 The University shall adopt from time to time the appropriate accounting policies in conformity with International Financial Reporting Standards and Public Finance Act of 2004 recognized by the National Board of Accountants and Auditors Tanzania.
- 22.2 The policies shall be approved by the Council before they are affected in the preparation of Financial Statements of the University.
- 22.3 The detailed accounting procedures and practices shall be embodied in Financial Accounting, Financial Management, Costing, Purchasing and Stores, and Authority Manuals.
- 22.4 The Council shall approve such Financial Accounting, Financial Management, Costing, Procurement and Supplies, and Authority Manuals to be companion guides to the University's Scheme of Service and Terms of Conditions of Service and shall be a supplement to these regulations but shall not replace them.

SECTION XXIII

INSURANCE

23.1 Policies and Records

- 22.1.1 All the Insurance policies of the University shall be under the direction and control of the DVC Planning, Finance and Administration.
- 22.1.2 All Budget Holders and Heads of Departments shall give prompt notification to the DVC (PFA) of all new risks and additional property and equipment which require to be insured and the amount of cover required and of any alterations affecting existing risks or insurance, and the Finance Manager shall take such steps as are desirable to insure them adequately against the risk involved.
- 22.1.3 The DVC (PFA) shall at least once in each year, furnish Budget Holders with details of all Insurance policies in force affecting their department. Each Budget holder shall review the Insurance policies in order to ensure that all the properties, equipment and other risks for which insurance should be affected are adequately covered. Particulars of any risks not insured shall be notified to the Finance Manager within no more than one month.
- 22.1.4 Each Budget holder shall keep suitable records to ensure that inspection of engineering plants under his control, which are normally inspected by Insurance Company, are carried out by the Company within the period prescribed by the Factories Ordinance. In the event of any failure by the Insurance Company to carry out the inspection within the prescribed periods, the Finance Manager shall be notified immediately.
- 22.5 The Finance Manager shall keep a register of all Insurance policies effected by the University and the risk covered thereby.

23.2 Claims

- 22.2.1 Each Budget Holder shall notify the DVC (PFA) of all claims and losses within 48 hours of occurrence of the event, giving full account of the loss, the time of the incident and any person injured or property damaged. The DVC (PFA) shall intimate/transmit the claim to insurers within seven (7) days from the date of accident, death or loss.
- 22.2.2 All money due and received from the insurers shall be paid to the Finance Manager IMTU.

SECTION XXIV

LOSSES AND IRREGULARITIES

- 24.1 On occurrence of any loss of University money or property from whatever cause, an immediate report is to be made to the VC, DVC Planning, Finance and Administration, the Finance Manager, the Chief Internal Auditor and Insurance Office. Where the loss is:
- (a) Not due to negligence or dishonesty of an officer of the University, the DVC Planning, Finance and Administration will take such action as he/she may deem fit.
 - (b) Due to dishonesty and/or negligence on the part of the member of staff of the University, DVC Planning, Finance and Administration shall immediately report the matter to the Police depending on the materiality and the circumstance under which the loss happened.
 - (c) Where the circumstances under which the loss of University money or property is not apparent, the DVC Planning, Finance and Administration shall immediately appoint an Inquiry Committee for detailed investigation. On receipt of such report, the DVC Planning, Finance and Administration shall report to the police or take such measure, as he may deem necessary.
- 24.2 An Officer of the University who discovers a loss or irregularities regarding the handling of University money and or property shall report immediately the circumstances to the Budget Holder who shall take up the matter as required by Regulation 23.1.
- 24.3 It is not within the discretion of any member of staff to withhold a report of any case of loss notwithstanding that restitution is to be made.

24.2 Whistleblowing

- 24.1.1 Whistleblowing is the disclosure by an employee or any other party about malpractice in the workplace. A whistleblower can blow the whistle about crime, civil offences [including negligence, breach of contract, etc.], miscarriage of justice, danger to health and safety or the environment and the cover-up of any of these. It does not matter whether or not the information is confidential or public.
- 24.1.2 Normally, any concern about a workplace matter at the institution should be raised with the relevant member of staff's immediate line manager or head of department. However, the United African University of Tanzania recognizes that the seriousness or sensitivity of some issues, together with the identity of the person the member of staff thinks may be involved, may make this difficult or impossible. A member of staff may, therefore, make the disclosure to the Chief Internal Auditor. If the member of staff does not wish to raise the matter with this person, or with the Vice-Chancellor, it may be raised with the Chairman of the Council.

SECTION XXV

MISCELLANEOUS PROVISIONS

25.1 Prohibitions

- 24.1.1 Officers of IMTU, Members of the Tender Committee and Heads of Units as well as tenderers, suppliers, contractors and consultants shall proceed in a transparent and accountable manner during the procurement and execution of contracts. Where the IMTU or another approving authority is, after appropriate investigations, satisfied that any person or firm, to which it is proposed that a tender be awarded, has engaged in corrupt or fraudulent practices in competing for the contract in question, the IMTU or the approving authority may:
- (a) Reject a proposal for award of such contract;
 - (b) Declare any person or firm ineligible for a period of ten years to be awarded a IMTU financed contract. This is a prerogative of the higher authority;
- 25.1.2 No person, whether such person has made an offer or not shall, with intent to gaining any advantage or concession for himself or any other person:-
- (a) Offer any member or an associate of a member of a Tender Committee or any employee or an associate of an employee of a Tender Committee or any consultant or an associate of any consultant or a person or an associate of any person providing services, a gift of money or other valuable thing; or
 - (b) Approach any member or any associate of a member of a Tender Committee or any of its officer or an associate of any officer with respect to any matter that is before that Tender Committee or that is expected to come before a Tender Board Committee.
- 25.1.3 No member of IMTU or member of the Tender Committee shall accept a gratuity in any form, any offer of employment or any other thing, service or value as an inducement with respect to an act or decision of, or procedure followed by, the IMTU in connection with any procurement proceedings or tender; and IMTU shall promptly reject a tender of any supplier, contractor or consultant who gives, agrees to give or offers, directly or indirectly any such inducement.
- 25.1.4 IMTU shall not include in any tender documents any condition or specification such as to favor any one supplier, contractor or consultant.
- 25.1.5 Any member of the Tender Committee or IMTU member of staff, shall declare any interest that he may have in any supplier, contractor or consultant, and shall take no part, nor seek to influence in any way, procurement proceedings in which that supplier, contractor or consultant is involved or liable to become involved

25.1.6 Any tender proven to have been awarded on the basis of inducement as provided in the preceding subsections shall be revoked forthwith and the same shall be reported to the relevant professional body for ethical proceedings.

25.1.7 A supplier, contractor or consultant whose tender or proposal has been rejected or revoked on the grounds of inducement and corrupt practices shall not be able to qualify or pre-qualify in any procurement proceedings during the ten years following the date of the notice of such rejection or revocation.

25.1.8 Any rejection or revocation on the grounds of inducement or corrupt practices shall be notified to the Secretary of the Tender Committee.

25.2 Disputes

Disputes will be handled by the relevant Appeals Authority and the Chairperson IMTU. If this does not work, the independent arbitrator agreeable to both parties shall be appointed.

25.3 Board Seal

The Seal of the Board of Trustees of the university shall not be affixed to any instrument except in presence of the Vice Chancellor, the Chairperson IMTU or such other officer of the Board as the Board may appoint in that behalf and as stipulated in the university Constitution.

Appendix 1: Loss Report

INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY LOSS REPORT

Department:.....
Office where loss occurred:.....
Date of loss occurrence:.....
Amount of loss [in currency, Tshs, etc].....
Whether the loss was made good in whole or
part:.....
.....
.....
In case of fraud, the expenditure codes
charged:.....
.....
Name of the officer[s] responsible for safe custody of lost
property:.....
.....
Length of time the property has been in custody of the
officer:.....
Names of other officers involved with the
loss:.....
.....
.....
Names of Officers with inspection or supervisory
duties:.....
.....
.....
.....
Precise circumstances in which the loss
occurred:.....
.....
.....
.....
.....
Details of arrangements in existence for safeguarding of public
property:.....
.....
.....
.....
.....
Statement whether these arrangements had been properly carried
out:.....
.....
.....

.....

.....

Details of arrangements in existence for periodic checking, and for depositing of money into banks or hand over of cash:.....

.....

.....

.....

.....

Statement whether these arrangements had been properly carried out:.....

.....

.....

.....

.....

Date of the last check by a Supervising or Inspecting Officer:.....

Date of the last check by the Internal Auditor:.....

Statement whether the loss arose directly or indirectly from negligence of any Officer:.....

.....

.....

.....

.....

Date Police were informed:.....

Result of Police investigation [attach copy of Police report]:.....

Whether prosecution of any person has taken place:.....

The result of prosecution, if any, giving details of any compensation to IMTU:.....

.....

.....

.....

.....

.....

Any further action for recovery of the loss:.....

.....

.....

Details of accounting action taken:.....

.....

.....

Name of Officer reporting loss:.....

Designation:.....

Date:.....