





**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE**  
**COLLEGE OF MEDICINE**

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City  
Tel: 0227.3844966 Email: caodangytb@caodangytb.edu.vn  
Fax: 0227.3844966 Web: www.caodangytb.edu.vn

## PAYMENT AND SETTLEMENT PROCEDURE

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	Author	Inspector	Approver
Signature			
Full name:	<b>NGUYEN THI THUY HOA</b>	<b>NGUYEN THANH PAINT</b>	<b>Nguyễn Thị Thu Dung</b>
Job title	HEAD OF PLANNING AND FINANCE DEPARTMENT	VICE PRINCIPAL HEAD	PRINCIPAL

## **PAYMENT AND SETTLEMENT PROCEDURE**

### **I. PURPOSE AND SCOPE OF APPLICATION** The

payment and settlement process aims to regulate the content, sequence, and The responsibility to implement the payment regime as prescribed by the state to ensure It operates regularly at Thai Binh Medical College.

The purpose of establishing this process is to create principles that ensure payment documents are strictly controlled and comply with accounting regulations, facilitating staff in completing their assigned tasks and ensuring that the school's financial management is carried out in accordance with regulations.

This procedure applies to the implementation of the school's relevant financial resources to support its regular operations.

This regulation applies to all departments, divisions, and affiliated units of Thai Binh Medical College, as well as all related units and individuals outside the college.

### **II. DEFINITIONS AND ABBREVIATIONS**

#### **1. Definition:**

Payment refers to the reimbursement for activities undertaken to maintain and ensure the school's operation, specifically in the financial sphere, between the school and relevant parties.

#### **2. Abbreviations:**

QT	Procedure
<small>Board of Directors</small>	Board of Directors
P. KHTC	Finance and Planning Department
<small>City of Science and Technology</small>	Head of Financial Planning Department
KHTC	Financial Plan
KTV	Accountant
Teachers	Teachers and staff
CNV	Workers
HSSV	Students

Process: **PAYMENT AND SETTLEMENT PROCESS**

**III. FLOWCHART** (See page 4)

**IV. SPECIFICATION** (See pages 5-7)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

**1. Instructional document**

- Based on Government Decree No. 43/2006/ND-CP dated April 25, 2006

Regulations concerning the autonomy and accountability of public institutions in performing their duties, organizing their structure, staffing, and finances;

- Based on Circular 71/2006/TT-BTC dated August 9, 2006 of the Ministry of Finance guiding Decree No. 43/2006/ND-CP;

- Based on Decree No. 16/2015/ND-CP dated February 14, 2015 of the Government on Regulations governing the autonomy mechanism of public non-profit organizations;

- Based on Circular 107/2017/TT-BTC dated October 10, 2017 of the Ministry of Finance

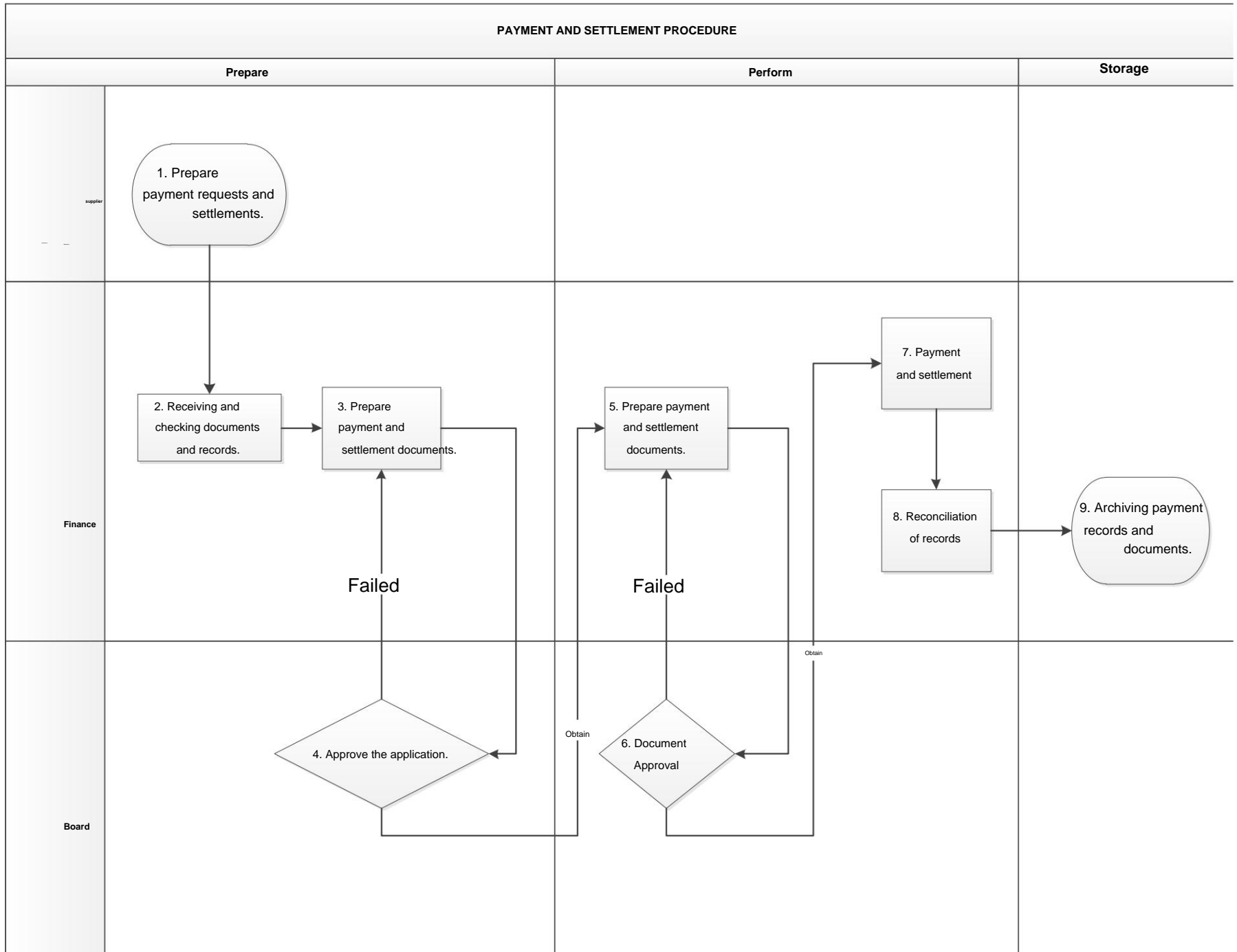
Regarding the issuance of accounting regulations for administrative and non-business entities;

- Based on Decision No. 32/QD-CDYT dated February 16, 2022, of the Principal

Thai Binh Medical College regarding the issuance of internal expenditure regulations for the year. 2022.

**2. Forms/Instructions**

<b>No.</b>	<b>Form/Instruction Name 1</b>	<b>Encryption</b>
	Payment Request/Settlement Request	BM/QT.08/P.KHTC/01-01
2.	Payment Request Forms	BM/QT.08/P.KHTC/01-02
3	Payment Vouchers	BM/QT.08/P.KHTC/01-03
4	Receipts	BM/QT.08/P.KHTC/01-04
5	Payment Orders	BM/QT.08/P.KHTC/01-05
6.	Payment slips	BM/QT.08/P.KHTC/01-06



**SPECIFICATION OF THE PAYMENT AND SETTLEMENT PROCESS**

No.	Job step name	Specification	Department/Unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	Make a proposal payment, settlement	Departments, offices, faculty, staff, students, customers, and suppliers prepare payment request forms.	Departments, divisions, Teachers, staff, Students, visitors goods, suppliers	Room KHTC	The payment documents include: - request form pay - Statement of expenses - Purchase order - Contracts, acceptance testing, liquidation, supplier selection decisions, quotations, etc. - Plan, project budget planning .....	After 15 days of completion job finished	BM/QT.08/P.KHTC/01-01
2	Receive and check the documents and certificates.	The accounts payable accountant receives and check the legality and reasonableness of the Validity of records, payment documents, Mathematics according to regulations and guidelines.	Planning and Finance Department	Departments, divisions, Teachers, CNV, Students, customers, suppliers	The payment documents are legal, reasonable, and valid.	Within 2 days from the date of receipt of the document preliminary payment	BM/QT.08/P.KHTC/01-01 BM/QT.08/P.KHTC/01-02

3	Prepare payment and settlement documents.	<p>- Payment accountants, based on regulations and legal documents, check, calculate, and propose payment schemes. as per regulations.</p> <p>- The Chief Accountant checks the payment records to ensure they are legal, reasonable, valid, and that the payment amount complies with state regulations before submitting them to the Board of Directors for approval.</p>	<p>KTV</p> <p><small>City Planning and Finance Department</small></p>		The payment documents are legal, reasonable, and valid.	Within 2 days of reviewing the documents.	<p>BM/QT.08/P.KHTC/01-01</p> <p>BM/QT.08/P.KHTC/01-02</p>
4	Approve the file initial	The school administration approves the payment documents.	<p>Board of Directors</p>	Room KHTC	The payment documents were approved by the principal.	Within 2 days	<p>BM/QT.08/P.KHTC/01-01</p> <p>BM/QT.08/P.KHTC/01-02</p>
5	Prepare payment and settlement documents.	<p>Accountants prepare payment documents: cash disbursement or treasury/bank transfer.</p> <p>The chief accountant checks and approves the documents.</p>	<p>KTV, City KHTC</p>		Receipts, payment vouchers, bank transfer slips, deposit slips, etc.	<p>After</p> <p>The principal approves the application.</p> <p>initial</p>	<p>BM/QT.08/P.KHTC/01-03</p> <p>BM/QT.08/P.KHTC/01-04</p> <p>BM/QT.08/P.KHTC/01-05</p> <p>BM/QT.08/P.KHTC/01-06</p>
6	Document approval	The principal approves the documents.	Principal	Room KHTC	Approved payment voucher	<p>After</p> <p>City KHTC signs and approves.</p>	<p>BM/QT.08/P.KHTC/01-03</p> <p>BM/QT.08/P.KHTC/01-04</p> <p>BM/QT.08/P.KHTC/01-05</p> <p>BM/QT.08/P.KHTC/01-06</p>
7. Payment		<p>The accounts payable accountant processes payment documents using the following methods:</p> <p>- Cash: The accounts payable accountant transfers the receipts and payments to the department.</p> <p><small>The role of treasurer is to handle revenue and expenditure.</small></p> <p>- Bank transfer: The accounts payable accountant forwards the payment documents to the treasury or bank.</p>	<p>KTV</p>	<p>Treasurer</p> <p>Treasury</p> <p>Bank</p>	Payment and settlement documents	<p>Once the application is complete and funding is available.</p>	<p>BM/QT.08/P.KHTC/01-03</p> <p>BM/QT.08/P.KHTC/01-04</p> <p>BM/QT.08/P.KHTC/01-05</p> <p>BM/QT.08/P.KHTC/01-06</p>

8	Compare	<p>Accounts payable reconciliation</p> <p>Cash transactions with the cashier department and reconciliation of deposits with the bank and treasury.</p>	<p>KTV</p> <p>Treasurer</p>	<p>Bank</p> <p>Treasury</p>	<p>Cash book, bank deposit book, treasury</p>	<p>End of the month</p>	<p>BM/QT.08/P.KHTC/01-03</p> <p>BM/QT.08/P.KHTC/01-04</p> <p>BM/QT.08/P.KHTC/01-05</p> <p>BM/QT.08/P.KHTC/01-06</p>
9	<p>Storage</p> <p>initials, documents pay</p>	<p>The accounts payable accountant maintains records in accordance with regulations.</p>	<p>KTV</p>	<p>Cashier  </p>	<p>Payment Records</p>	<p>End of the month</p>	