



Stellenbosch

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Requirements to be met by Creditor

Invoices for Payment



forward together
sonke siya phambili
saam vorentoe

Implementation date: 5/4/2009

Requirements to be met by Creditor Invoices for Payment

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Approved by:	Finance Committee
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Policy owner ¹ :	Chief Operating Officer
Policy curator ² :	Chief Director: Finance
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Validity:	The English version of this regulation is the operative version, and the Afrikaans version is the translation.

¹ Rules Owner: Head(s) of Responsibility Centre(s) in which the rules functions.

² Rules Curator: Administrative head of the division responsible for the implementation and maintenance of the rules

2.14

REQUIREMENTS TO BE MET BY CREDITOR INVOICES FOR PAYMENT

Policy Number: 041A/06/04

Scope: The policy provides the requirements to be met by an invoice for SU, before payment can take place.

Policy:

INVOICES FROM AN INSTITUTION TO SU

The following information should appear on the invoice:

- that it is an invoice or tax invoice
- the name and address of the provider, as well as the VAT registration number in the case of a tax invoice
- directed to Stellenbosch University
- address and VAT registration number of Stellenbosch University
- the invoice number and date
- a description of the goods and the quantity
- the value of the goods and the tax added

INVOICES FROM A PERSON TO SU

The following information should appear on the invoice:

- that it is an invoice or tax invoice
- the name and address of the person, as well as the VAT registration number in the case of a tax invoice
- directed to Stellenbosch University
- address and VAT registration number of Stellenbosch University
- the invoice number and date
- a description of the goods and the quantity
- the value of the goods and the tax added
- the person must sign the invoice

Take note: No payments are made against quotations, pro forma invoices or statements.

Contact Division:

Financial Services