



UNIVERSITEIT  
STELLENBOSCH  
UNIVERSITY

## Finance Policy: Bookkeeping of Entities Falling Outside of SU

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	To provide financial guidelines that are applicable when SU does the bookkeeping of an entity that falls outside SU.
<b>Approved by:</b>	SU Council
<b>Date of Approval:</b>	2009/05/04
<b>Date of Implementation:</b>	2009/05/04
<b>Date of Next Revision:</b>	As required
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Bookkeeping; Entities outside of SU
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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<sup>1</sup> Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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**BOOKKEEPING OF ENTITIES FALLING OUTSIDE SU**

**Policy number:** 004A/06/04

**Scope:** The policy provides the financial guidelines that are applicable when SU does the bookkeeping of an entity that falls outside SU.

**Policy:**

Any entity for which the University is to take care of the bookkeeping has to sign a mandatory agreement in this regard. The mandatory agreement will regulate the privacy between the parties.

**Contact division:**

Finance