Finance Policy: Requirements to Be Met By Creditor Invoices for Payment

<table>
<thead>
<tr>
<th>Type of Document:</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>The policy provides the requirements to be met by an invoice for SU, before payment can take place.</td>
</tr>
<tr>
<td>Approved by:</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>Date of Approval:</td>
<td>unknown</td>
</tr>
<tr>
<td>Date of Implementation:</td>
<td>Unknown</td>
</tr>
<tr>
<td>Date of Next Revision:</td>
<td>As required</td>
</tr>
<tr>
<td>Date of Previous Revision(s):</td>
<td>None</td>
</tr>
<tr>
<td>Policy Owner¹:</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Policy Curator²:</td>
<td>Chief Director: Finance</td>
</tr>
<tr>
<td>Keywords:</td>
<td>Invoices, Creditor Invoices, Payments.</td>
</tr>
<tr>
<td>Validity:</td>
<td>In case of differences in interpretation the English version of this policy will be regarded as the valid version.</td>
</tr>
</tbody>
</table>

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

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.
² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy
2.14 REQUIREMENTS TO BE MET BY 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, a VAT-invoice or tax invoice
- the name and address of the provider, as well as the VAT registration number (if applicable)
- addressed to Stellenbosch University
- address and VAT registration number (if it is a VAT/tax invoice) of Stellenbosch University
- the invoice number and date
- an accurate description of the goods and the quantity
- the value of the goods and services
- indication if the goods are second hand
- the VAT charged

for purchases < R5000 (VAT incl) the following is not required:
- name, address and VAT registration number of Stellenbosch University
- the official order number of Stellenbosch University

INVOICES FROM AN INDIVIDUAL TO SU
The following information should appear on the invoice:
- that it is an invoice, a VAT-invoice or tax invoice
- the name and address of the individual, as well as the VAT registration number (if applicable)
- addressed to Stellenbosch University
- address and VAT registration number (if it is a VAT/tax invoice) of Stellenbosch University
- the invoice number and date
- an accurate description of the goods and the quantity
- the value of the goods or services
- indication if the goods are second hand
- the VAT charged
- the person must sign the invoice
- the official order number of Stellenbosch University

Take note: No payments are made against quotations, pro forma invoices (except for accommodation expenses) or statements. In exceptional circumstances it might be paid as an advance payment.

Contact Division:
Financial Services