



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

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

Type of Document:	Policy
Purpose:	The policy provides the requirements to be met by an invoice for SU, before payment can take place.
Approved by:	Finance Committee
Date of Approval:	unknown
Date of Implementation:	Unknown
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Invoices, Creditor Invoices, Payments.
Validity:	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

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

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