



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

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