

2.19

CHEQUE RECEIPTS AND DIRECT PAYMENTS INTO THE SU BANK ACCOUNT

Policy Number: 031A/06/04

Scope: The policy contains the rules and regulations of SU and the Acts regarding bills of exchange and negotiable documents. Said rules and regulations relate to cheques received and direct payments into the SU bank account.

Policy:

As a result of amendments to the Acts relating to bills of exchange and negotiable documents, cheques that are made out to the University are only acceptable if they have been made out to Stellenbosch University. No cheque will be accepted if it has been made out in favour of an institute, residence, gymnasium, bureau, etc. Any changes made on the cheque, even if fully countersigned by the account holder, will invalidate the cheque. This arrangement is valid as from 1 August 2001.

When deposits are made into an SU bank account, it is the responsibility of the department/division concerned to obtain the necessary proof. The Finance Division: Funds and Asset Management should then be contacted to obtain confirmation of the deposit. The full details for allocation, namely date of deposit, amount, depositor and cost point account number, should also be provided.

Even if there is no physical evidence, the department/division still needs to provide the abovementioned details to the Finance Division: Funds and Asset Management before an allocation can be made to the relevant cost point. This is also applicable to receipts from overseas.

Further details can be obtained from the Finance Division: Funds and Asset Management at sunbank@sun.ac.za.

Contact Division:

Finance Division: Funds and Asset Management