

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