



POLICY ON CREDITORS – ACCOUNTS PAYABLE



TITLE AND COPYRIGHT

Title	POLICY ON CREDITORS – ACCOUNTS PAYABLE
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1. PURPOSE

It is the policy of the University of Venda to pay its creditors on a bi-monthly basis, on the 15th and the 30/31st of the month. Creditors will be considered due, 30 days after statement date.

Creditors with ACB arrangements will receive payments 24 hours after the transmission of the tape. Payments submitted by means of a cheque will only be posted on the 16th of each month or the last working day of the month.

2. RULES

2.1 Creditors will **only accept invoices** that:

- Are original and signed by recipient;
- Are from a registered and legitimate company; and
- Are issued according to SARS specifications. See **POLICY ON ACCEPTED INVOICES**.

2.2 Cheques are posted/collected by suppliers; staff members may not collect cheques.

2.3 Creditors will only accept responsibility for invoices that have official orders and for authorised services.

2.4 Should the invoice price be lower than the order price, payment can be made but if higher, payment is blocked and documentation must then be forwarded to the Procurement department to be resolved. Queries relating to prices must be resolved within 7 days to prevent interest being charged due to late payments.

2.5 Outstanding items on the reconciliation must be followed up on a monthly basis and explanations must be stated thereof.

2.6 Appropriate action must be taken for items that have been outstanding for more than 6 months.

3. PROCEDURE

3.1 The goods required by the department/section are ordered centrally by means of a requisition (RR) available from Procurement Services.

3.2 The Procurement Services issues an official order to order the required goods.

3.3 After delivery, on a daily basis, the applicable requisition, the delivery note, and the invoice are sent to the Creditors department, which prepares them for payment.



3.4 The processing takes place either by cheque or ACB transfers. Staff members may not collect cheques.

4 FORMS

4.1 RR - Requisition for the procurement of goods and services.

5 RELATED POLICIES AND DOCUMENTATIONS

Policy on accepted invoices

Policy on Purchases

6 REGULATORY FRAMEWORK

GAAP

King III report on Corporate Governance

Higher Education Act (Act 107 of 1997)

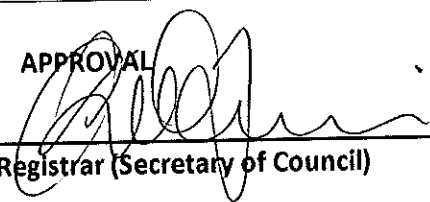
7 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

8 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

9 APPROVAL



Registrar (Secretary of Council)