

APPLICATION : DEBTORS TRANSACTION / DOCUMENTS

ONLY FOR USE AS AN INTERNAL UP DOCUMENT



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

DEPARTMENT OF FINANCE : DEBTORS ADMINISTRATION

Room 3-48, Administration Building, Main Campus Tel : 012 420 3101 / 5234 debtors@up.ac.za

TYPE OF TRANSACTION/DOCUMENT REQUESTED

Invoice ☐

Credit Note ☐

Pro Forma Invoice (Quotation) ☐

DETAIL OF CLIENT / INSTITUTION LIABLE FOR PAYMENT

Full Name of Company / Customer / Debtor :

Was a document issued to this Customer /Client previously : ☐ Yes ☐ No

If yes - only supply UP number of Customer/Debtor :

If **not** used previously or information changed, please supply the following compulsory information :

Vat No :

Not Registered for VAT ☐

E-Mail Address :

Tel No:

Postal Address :

Postal Code:.....

CUSTOMER CONTACT PERSON FOR THIS TRANSACTION/DOCUMENT

Name : Tel /Cell no :

E-mail address : Capacity :

Address (If different from above) :

Postal Code :

ORDER/CONTRACT NUMBER

DATE

2

0

Y

Y

M

M

D

D

DETAILS OF GOODS / SERVICES RENDERED (DESCRIPTION REQUIRED FOR INVOICE) OR REASON FOR CREDIT NOTE AND APPLICABLE INVOICE NUMBER

UP CONTACT PERSON

NAME:

Tel no : E mail address :

AMOUNT OF INVOICE

Exclusive R-

VAT R-

Inclusive Amount R-

NB: If the invoice is not subjected to VAT, a copy of the contract / agreement or other documentation which stipulates the reason for exclusion of VAT, must accompany this application

COST CENTRE & ACCOUNT APPLICABLE

0

3

Completed documents must be handled as follow :

APPLICATION PREPARED BY

Name : Tel No.:

Faculty/Department: Building :

Room Number : E Mail :

AUTHORISATION (According to UP policy : Delegation of Authority)

Applications E-mailed must be sent by the person responsible for authorisation

The undersigned hereby confirms that the above Goods/Services were fully and correctly delivered.

Name :

Capacity:.....

Signature :

(Not for E-Mailed applications)