

INVOICE REQUEST FORM

ONLY FOR USE AS AN INTERNAL UP DOCUMENT

Please complete electronically and submit to debtors@up.ac.za



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
Denkeleers • Leading Minds • Diegoopolo Ho Dikolelet

DEPARTMENT OF FINANCE : DEBTORS ADMINISTRATION

Room 3-18, Administration Building, Main Campus Tel : 012 420 3101 / 5234 debtors@up.ac.za

TYPE OF TRANSACTION/DOCUMENT REQUESTED

Cash Tax Invoice

Tax Invoice

Non -Tax Invoice

Quotation

CUSTOMER DETAILS

Full Name of Company / Customer / Debtor :

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

If Yes, Please supply customer debtors number

If No, please supply the following customer information:

Vat No:

Not Registered for Vat:

E-Mail Address :

Tel No:

Postal Address :

Postal Code:

CUSTOMER CONTACT PERSON

Name :..... Tel no :.....

E-mail address :..... Cell no :.....

ORDER/CONTRACT NUMBER

DATE

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DETAILS / DESCRIPTION OF GOODS / SERVICES RENDERED

INVOICE AMOUNT

Exclusive

R

VAT

R

Inclusive Amount

R

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

Cost centre involved:

Account number:

UP CONTACT PERSON

Name of Requestor:

Tel No.:

Faculty/Department:

Building :

E Mail :

Office No.

Authorised by:

Capacity:

NB: THE INVOICE WILL BE SENT VIA EMAIL TO THE REQUESTOR IN PDF FORMAT - PLEASE FORWARD INVOICE TO THE CLIENT

APPROVAL BY FACULTY ACCOUNTANT

Name of Faculty Accountant:

Signature:

Date:

NB: THE REQUEST MUST BE APPROVED BY THE FACULTY ACCOUNTANT PRIOR TO FORWARDING TO DEBTORS

FOR DEBTORS USE ONLY

Invoice E-mailed

Date E-mailed

Invoice No.

