|  |  |  |
| --- | --- | --- |
| Instructions **DD/MM/YYYY*** ***Note:*** If payment received ***and require an***invoice for ***Commercial/Ad hoc***, use [SD002 Requisition](https://forms.uct.ac.za/sd002.docx)
* Refer to the help document, if necessary; see [How to complete an Invoice Requisition](https://forms.uct.ac.za/sd001hlp.doc).
* **Send the completed form with supporting documents to the Faculty Finance Office for signature**.
 | Date completed |       |
|  | Special instructions / notes |       |
|  | Payment date |       | **Amount** |       |
|  | ***NB:*** Attach the following supporting documents | [ ]  Proof of payment | [ ]  Agreement / Contract |
|  |  | [ ]  Supporting documents / Correspondence |
|  |
| Customer details | **Customer No** |       | Purchase Order |       | SAP Sales Order No. |       |
| (Complete either Individual or Company details below) | Is this paying /clearing an invoice? | **[ ]  No**  | **[ ]  Yes** | If Yes, provide  | **Invoice No.** |       |
| **[ ]  Individual** | Individual Title |       | First name |       | Surname |       |
| **[ ]  Company** | Company Name |       | VAT Registration No. |       |
| Telephone No. |       | Mobile No. |       | Fax No. |       | Email Address |       |
| Street address |       | Postal address |       |
|  | City |       | Postal code |       |  | City |       | Postal code |       |
| Customer contact for payment / queries |       | Telephone No. |       | Email Address |       |
|  |
| Invoice details *Note:* Please ensure this section is *fully complete* with correct funds, cost centre, GLs, currency, amounts, VAT %, ICRR % and GSCRR %) |
| **Fund** | **Cost Centre / Real Internal Order** | **GL Acc** | **Qty** | **Detailed description of invoice item text supplied** | **Currency** | **Unit Price****(VAT Excl)** | **Total Amount (VAT Excl.)** | **VAT****%** | **ICRR %** | **GSCRR %** |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|  | **TOTAL (excl. VAT)** |       |  |
|  |
| **Fund holder** ***Agreement:*** I confirm that this document is correct, fully complete, and all supporting documentation has been checked and all deliverables have been met. |
| Faculty |  | Department |  | Unit |  |
| Full name of fund holder (Print) |  | Date |  |
| Dept. contact for invoice/queries |  | Dept. contact telephone no |  | Email |  |
|  |
| **Faculty/Dept Finance** ***Agreement:*** I, the ***authorised*** undersigned, confirm that this document is correct, fully complete, all supporting documentation have been checked and all deliverables have been met |
| **[ ]** S&C | **[ ]**  CT | **[ ]**  RC | **[ ]** RG | **[ ]** RM | Confirm all supporting information listed above is **attached**   | **[ ]  No [ ]**  **Yes** |
|  Full name (Print) |       | Authorised Signature |  | Date |       |
|  |
| **Office Use** | Sales Order No. |       | Delivery Note No. |       | Invoice No. |       | Receipt No. |       |
|  | Processed by |       | Processed by |       | Processed by |       | Processed by |       |
|  | Date |       | Date |       | Date |       | Date |       |