



## FINANCIAL COMPLIANCE GUIDELINES

### Quotations

To generate a purchase order in time, the Centre for Graduate Support requires the following:

- Quotations at least two weeks before the retreat/dyad.
- One quote is needed for goods/services of less than R 10 000.
- Two quotes are required for goods/services between R 10 000 and R50 000.
- Three quotes are required for goods/services above R 50 000.
- All quotes should include **number of participants, dates of the retreat/dyad, costs for meals** and **costs for accommodation and venue** (where applicable).

### Paying vendors

The Department of Finance requires a valid quotation to generate a purchase order and, a valid invoice/tax invoice to pay a vendor.

### Paying non-vendors

The Department of Finance requires a valid invoice/tax invoice and a BBBEE certificate or an affidavit (attached) in order to process payments for non-vendors.

### Invoice requirements

- The invoice should reflect the words 'tax invoice'.
- The full name and address of the UFS:

PHYSICAL	POSTAL
The University of the Free State	The University of the Free State
205 Nelson Mandela Drive	P.O. Box 339
Park West Bloemfontein	Bloemfontein 9301
9300	
- The UFS VAT number (4240106866).
- The full name and address of the service provider.
- The VAT number of the service provider.
- The words VAT INCLUSIVE or the VAT amount specified (15% VAT Included).
- Specified invoice numbers.
- Date of invoice.
- Details of the purchase.
- Purchase order number on the invoice.
- The invoice may be an electronic version, but not a faxed version. A statement or delivery note will not qualify for payment processing.

### **Communication with service providers**

The recipients of funds are responsible for communicating with the service providers as follows:

- Request quotations.
- Forward purchase order and arrange for technical and other requirements.
- Confirm final arrangements telephonically as well as via email.

The Centre for Graduate Support requires all the documents for payment as attachments to one email. Indicate the relevant funding number in the **subject line** of all emails.