



NOTICE

STEVE TSHWETE LOCAL MUNICIPALITY ESTABLISHMENT OF NEW DIVISION IN FINANCE: EXPENDITURE MANAGEMENT

Notice is hereby given that a new section was recently established within the Finance Department, namely Expenditure Management which will be managed by the Assistant Director Expenditure Management. This sections vision will be to thoroughly look into the turnaround time of paying service providers to ensure prompt payments within 30 days.

All service providers that are currently in business with the municipality or opted to do business with the municipality in the near future are hereby kindly informed that invoices and /or monthly statements can be forwarded to the municipality by means of using the following email address, creditors@stlm.gov.za, or by post to Private Bag X14, Middelburg and/or hand delivered to Assistant Director, Expenditure Management Office, room number B240, Ground floor, Civic Centre, Corner Walter Sisulu and Wanderers Street, Middelburg as from **15 April 2019**. The department will then officially account for the invoice by registering it into an invoice register to ensure prompt payment thereof.

No service provider are allowed to forward any invoice and /or statement (email or by hand) directly to the departments anymore.

Service providers are furthermore kindly requested to ensure that before providing any invoice by means of email / hand to Expenditure section the following information appears on the invoice:

- Steve Tshwete Local Municipality's VAT registration number
- Company's registration detail (registration number and name)
- Company VAT registration number (if VAT registered)
- Company CSD registration number
- Address and relevant contact details
- Total amount of invoice & VAT amount (if applicable) (**Don't claim VAT on invoice if company is not a VAT Vendor**)
- Full description of service rendered / goods delivered
- Signature of relevant service provider
- Invoice number and date of invoice
- Banking details of company – ensure that banking details correspond with CSD (Central Supplier Database) report

STLM Employees responsible for the Expenditure Department can be contacted during normal office hours for clarification of abovementioned by calling 013 249 7281 or 013 249 7083

B Khenisa
MUNICIPAL MANAGER
09 April 2019

