

# **RUSTENBURG LOCAL MUNICIPALITY OFFICE OF THE MUNICIPAL MANAGER**

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## **NOTICE NO 93/2018 For Media Release**

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### Payment of Suppliers

Rustenburg Local Municipality has put in place additional control measures to manage and improve on the payment of creditor's accounts for services /goods rendered by suppliers.

The municipality aims to keep creditors accounts up to date and ensure that payments are made within 30 days. Ensure that all invoices are paid and any issues pertaining to invoices are resolved within a Financial Year.

Creditors should submit an invoice after delivery of services/goods together with a monthly statement within 5 working days of the following month. Payments will gradually move from daily runs to payments once a month. Suppliers must ensure that the number of the original invoices corresponds with the invoice number provided on the statement.

The aim is to pay all invoices of the previous month in one batch on or before the 10<sup>th</sup> day, or at the end of the current month after the creditor account of the supplier has been approved, the supplier statement must be provided. A copy of the statement must always be attached to the invoice and submitted to relevant officials in order for them to be aware of any unpaid invoices.

The statement must indicate the balance and age analysis of all transactions between the supplier and the Municipality. Reconciliations will commence immediately as soon as a statement is received. Service providers must continue to provide an invoice to the department within whom they have done business, internal procedure will be followed as usual.

Statements and invoices can be submitted via email to [creditors@rustenburg.gov.za](mailto:creditors@rustenburg.gov.za)



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