



Pro Forma Invoices

1. Non Payment of Pro-forma Invoices

As a rule invoices are paid by CIT after goods are received or services carried out. This is communicated to suppliers as follows

- When signing the supplier form they are agreeing to CIT's policy that payment will be made when the goods/services are rendered to our satisfaction.
- From June 2012 all orders will be emailed to suppliers and a note on our payment policy is clearly visible on all orders.

2. Where Pro-forma Payment is requested

In exceptional circumstances where good or services are specialised and suppliers insist on payment prior to delivery of goods and in this case the following procedure will apply:

- Where the budget holder has prior knowledge that the company deals in pro forma invoices this should be communicated to the purchasing office when requisitioning.
- The company should be informed that CIT's policy is that a purchase order is our commitment to pay once delivered.
- Where this is declined CIT can pay pro forma invoices up to €1,000 excl VAT once written confirmation is obtained from the budget holder explaining why the supplier is being used and also authorising the payment.
- Where the invoice is in excess of €1,000 we can offer a 50% payment upfront once written confirmation is obtained from the budget holder explaining why the supplier is being used and also authorising the payment.
- In circumstances where the supplier is refusing the reduced payment CIT require a letter from the budget holder stating the reasons for using this supplier and his authority to pay in full.
- All payments in excess of €10,000 need to be reviewed by the Finance Manager prior to payment.

Effective Date 1st June 2012