



BEAUFORT-WES MUNISIPALITEIT
Kennisgewing // Notice No. 60/2022



**REQUEST FOR ALL INVOICES AND STATEMENTS TO BE SUBMITTED TO BUDGET AND
TREASURY OFFICE [BTO]**

Service providers are urged to submit all outstanding invoices and account statements for the period ending 30 June 2022, to the Budget and Treasury Office, by no later than, **Friday, 15 July 2022**.

Service providers are however urged to ensure that when delivery the goods or services the relevant invoice is also delivered to the Municipality to ensure that the above deadlines are adhered to. The communicate seeks to ensure that all the queries that the suppliers have on outstanding accounts are addressed before the close of the financial year.

Please use the following email address to submit invoices and statements electronically; expenditure@beaufortwestmun.co.za. Should there be any queries relating to this request, please contact Mr. **Bradley Damon** at 023-414 7537 or via email bradleyd@beaufortwestmun.co.za.

Your assistance and cooperation with the above would be highly appreciated.

Municipal Office
112 Donkin Street
Beaufort West
6970

M.J. Penxa
Municipal Manager

N. Ntsangani
Director: Financial Services

Verw. // Ref. No. 5/1/2/1 & 5/6/1

Datum // Date: 10 May 2022