



# Policy: Receipting

## Purpose

To inform staff of the requirements for issuing official University documents proving receipt of funds paid to the University.

## Definition

**Interim receipt:** a document or instrument evidencing a debt incurred for a limited time, and which is conditioned by a substitute document or instrument that corresponds to the total value debited.

## Overview

An outline of requirements for issuing official University documents proving receipt of funds paid to the University.

## Scope

This policy applies across the University.

## Policy Statement

### Principles

1. Receipts issued by the University are official documents and can only be produced from approved ANU receipting systems as detailed in the [Receipting procedure](#).
2. Receipts issued by the ANU must comply with the relevant tax legislation.
3. The issue of 'interim receipts' for amounts paid to the University is not permitted.
4. All receipts for donations to the University must be issued by [ANU Advancement](#) business area.

## Document information

Title	Receipting
Document Type	Policy
Document Number	ANUP_000450
Version	
Purpose	To inform staff of the requirements for receipting of ANU money
Audience	Staff
Category	Administrative
Topic	Finance
Subtopic	Payments
Effective Date	24 Nov 2022
Review Date	24 Nov 2027
Responsible Officer	Chief Financial Officer
Approved By	Vice-Chancellor (eo.vc@anu.edu.au)
Contact Area	Finance and Business Services (cfo@anu.edu.au)
Authority	Public Governance, Performance and Accountability Act 2013 Australian National University (ANU Foundation) Statute 2018
Printed On	3 Nov 2024

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