



Date as Postmark

Dear Supplier,

Please be advised that Dundalk Institute of Technology (DKIT) operates specific procedures regarding the purchase of goods and services and subsequent payments. As part of this procedure, please note the following points when issuing invoices to us:

- All invoices must quote an approved purchase order number. A purchase order number is only valid when it has been emailed to you from the Finance Office on DKIT headed paper. **Verbal orders** or orders emailed from individuals are deemed **invalid**. Please inform DKIT of any update to your email correspondence address.
- Invoices received without a valid and approved purchase order number will be returned to you unprocessed.
- Only one purchase order can be quoted per invoice.
- All invoices must be addressed to:

**The Finance Office,  
Dundalk Institute of Technology,  
Dublin Road,  
Dundalk,  
Co. Louth.**

- **Do not** send invoices to individually named members of staff.
- A delivery note, to be signed by a member of DKIT staff, must accompany all goods being delivered to the Institute.

In line with Government legislation introduced on 1<sup>st</sup> July 2011, DkIT is committed to paying suppliers within 15 days of receipt of a valid invoice. Please note, Prompt Payment Interest will not accrue until 30 days have passed.

Staff in accounts payable can be contacted on 042-937 0214 or by emailing [accounts.payable@dkit.ie](mailto:accounts.payable@dkit.ie).

Yours faithfully,

*Marie Madigan*  
**FINANCE MANAGER**