Invoice and Receipt Policy

Every invoice issued against a cheque should be signed by the concerned VP.

It should be properly dated with a pre-printed serial number. No invoice will be valid if not correctly numbered.

The invoice & receipts will be numbered as per the table given below:-

Department	Invoice & Receipt Details	
	Raise	Match/Realization corresponding to the raise
IGCDP (Client Invoicing)		Not Applicable
Krishesh Lakhiani	Ra/KL/001 to Ra/KL/050	
Shivani Shah	Ra/SS/051 to Ra/SS/100	
Tanya Desai	Ra/TD/101 to Ra/TD/150	
IGIP		
Yesha Kapadia	Ra/YK/001 to Ra/YK/050	Re/YK/001 to Re/YK/050
Pankaj Shahane	Ra/PS/051 to Ra/PS/100	Re/PS/051 to Re/PS/100
OGCDP		
Palak Agrawal	Ra/PA/001 to Ra/PA/150	Ma/PA/001 to Ma/VS/150
Vatsal Shah	Ra/VS/151 to Ra/VS/300	Ma/VS/151 to Ma/VS/300
OGIP		
Manik Talwar	Ra/MT/001 to Ra/MT/050	Ma/MT/001 to Ma/MT/050

The Incoming Exchange Departments EP Receipts & Invoices will be as follows :

Department	Realization Invoices & Receipt Numbers
IGCDP	
Krishesh Lakhiani	Re/KL/001 to Re/KL/100
Shivani Shah	Re/SS/101 to Re/SS/200
Tanya Desai	Re/TD/201 to Re/TD/300
IGIP - Deposits	
Yesha Kapadia	FLD/YK/001 to FLD/YK/100
Pankaj Shahane	FLD/PS/101 to FLD/PS/200

- All Miscellaneous Invoices or Receipts will be issued **ONLY by the Vice President-Finance.**
- Scanned copies of all invoices and all receipts should be sent to the VP-F **within two days of issue.**
- A systematic record of all invoices/receipts should be maintained with the respective VPs and produced as and when asked for it.
- **Under no circumstance will any cheque be given or accepted without a receipt or an invoice**. Due to any reason there is an unavoidable delay; the VP-F must be informed prior to such a transaction

Sd/-
Fiola Aranha,
Vice President-Finance,
AIESEC in Mumbai.