

Ashley Francis
Executive Director: Finance

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NOTICE: CAUTIONARY MEASURES

Closure of UCT Cash Office: Kramer Law building, 3rd Floor, Middle Campus

The Treasury Department within Finance has taken the precautionary measure to close the cash office due to COVID-19. This is being implemented to avoid personal contact in the handling of cash and related documents for receipting and payments.

The following processes for receipting and payments will be thus be implemented until further notice.

1. Student Fee Payments can be made using the following methods of payment

- Electronic Funds Transfer (EFT)
OR
- Direct deposit into the UCT Student Fees Account:

BANK	: STANDARD BANK
ACCOUNT NAME	: UNIVERSITY OF CAPE TOWN STUDENT FEES
ACCOUNT	: 270689982
BRANCH	: RONDEBOSCH
BRANCH CODE	: 025009
SWIFT ADDRESS	: SBZA ZAJJ
REFERENCE	: STUDENT NUMBER

2. Payments for Academic Transcripts, Duplicate Degree Certificates, Course Outlines, External Verifications and Related Documents can be made using the following methods of payment:

- Electronic Funds Transfer (EFT)
OR
- Direct deposit into the UCT Sundries Account:

BANK	: STANDARD BANK
ACCOUNT NAME	: UNIVERSITY OF CAPE TOWN SUNDRIES ACCOUNT
ACCOUNT	: 071503854
BRANCH	: RONDEBOSCH
BRANCH CODE	: 025009
SWIFT ADDRESS	: SBZA ZAJJ
REFERENCE	: Your student reference number





3. **Collection of Petty Cash and Advances can be done as follows:**

- **Instant Cash Money via Departments**

Please submit the application to the creditors section for the set-up process of the instant money module.

Please contact Mrs. Cindy Hiebner on cell phone number 072 430 1982 or via her email address: Cindy.hiebner@uct.ac.za

OR

- **On application via the Creditors Department using Electronic Funds Transfer (EFT)**

Please submit the application to the creditors section for the set-up process of the EFT module.

Please contact Mr Pascal Jonathan on cell phone number 083 342 7362 or via his email address: Pascal.Jonathan@uct.ac.za

**Issued by:
Executive Director: Finance**

