



Invoicing instructions for tenant committees

Invoices by the tenant committees can be sent directly to PSOAS, which pays the invoice to the goods or service supplier after it has been approved by the property supervisor. Depending on the tenant committee in question, the recipient of the invoice should be either

Pohjois-Suomen opiskelija-asuntosäätiö

Mannenkatu 6 A

90130 Oulu

(Please note, use the official name, not PSOAS)

or

PSOAS-asunnot Oy (Puistokatu 6 tenant committee)

Mannenkatu 6 A

90130 Oulu

If the invoice is paid from the tenant committee's budget, the reference should include the name of the tenant committee. If an admission note is used as a reference, for example, it should include the signature of the person who picked up the delivery as well as their name in block letters.

If the tenant committee pays for the goods and service provider and sends the invoice to PSOAS, the invoice should include the following additional information:

- Name of the tenant committee
- Bank account to which the funds from the tenant committee's budget will be transferred
- Each receipt should have signatures of two people; a tenant committee's member shall sign it in the role of an inspector and the chair in the role of an acceptor
- If the chair has procured the goods or services in question, they shall act as the inspector and one of the other members shall accept the receipt.

All invoices and other purchase documents are to be delivered to PSOAS electronically in pdf format. If there is no scanner available, mobile apps like Microsoft Lens will do as well.

If the tenant committee makes a purchase that has not been approved earlier, it is to be noted that the expenses will not be compensated before the acquisition has been approved in the tenant meeting and by the property supervisor and the necessary documentation is in place. If there is only one member in the tenant committee, the tenants must be given the chance to comment on the purchase in a tenant committee meeting into which all tenants are invited in accordance with the act on Joint Management of Rental Buildings (1169/2022).

Receipts and invoices shall be delivered to PSOAS as soon as possible after the transaction. Their quick delivery is especially crucial at the turn of the year.