



SALES INVOICE/ CREDIT NOTE REQUISITION

Invoice/Credit Note No.

INVOICE TO / CREDIT NOTE TO

Name

Address

Postcode

DETAILS

| Reason for Invoice/Credit | Budget to be debited/credited (Office use only) | Amount £ | p |
|---------------------------|--|-------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | |

AUTHORISATION

Prepared by

Date

Authorised by

Date

Principal/Director of Finance

No Invoice/Credit note may be raised until requisition is fully authorised

Invoice/Credit Note No.

Invoice/Credit Note date

Account No.

Processed by

If Credit Note-Original Invoice No.

Date