



Finance & Business Services, Building 10C

Debtors@anu.edu.au

Enquiries: (02) 6125 8723

Facsimile: (02) 6125 8797

Request for Credit Note

Worksheet #
(F&BS use only)

| | | | |
|-------------------------------|--|------------------------------|--|
| Credit Note No | | Debtor No | |
| ESP Business Unit: | | Date | |
| Invoice Number to be credited | | Income Account to be debited | |

| | |
|------------------------|---|
| Debtor Name | |
| Reason for Credit Note | _____ _____ _____ _____ _____ |

| Invoice Line Item Details – Adjustments | Qty | GST Excl Amount | GST Amount (if applic) | Total Amount |
|---|-----|-----------------|------------------------|--------------|
| | | | | |
| | | | | |

| | | | |
|-------------------|--|-------|--|
| Name of Requester | | | |
| Business Unit | | Phone | |

I hereby confirm that I hold the appropriate delegation to authorise this credit note (Delegation 000243 (4.17A))

| | | | |
|-----------------------------------|--|--------|--|
| Authorisation (Delegated Officer) | | | |
| Name (Block Letters) | | | |
| Title | | Uni ID | |

To check delegations please see http://info.anu.edu.au/ovc/assets/Delegations/By_Category/04fin.pdf

Please attach any supporting documentation to this form and forward to Accounts Receivable Section, Finance & Business Services Division, 10C