



Finance &amp; Business Services, Building 10C

[Debtors@anu.edu.au](mailto:Debtors@anu.edu.au)

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**Request for Credit Note****Worksheet #**  
**(F&BS use only)**

<b>Credit Note No</b>		<b>Debtor No</b>	
<b>ESP Business Unit:</b>		<b>Date</b>	
<b>Invoice Number to be credited</b>		<b>Income Account to be debited</b>	

<b>Debtor Name</b>	
<b>Reason for Credit Note</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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

<b>Name of Requester</b>			
<b>Business Unit</b>		<b>Phone</b>	

<b>I hereby confirm that I hold the appropriate delegation to authorise this credit note (Delegation 000243 (4.17A))</b>			
<b>Authorisation (Delegated Officer)</b>			
<b>Name (Block Letters)</b>			
<b>Title</b>		<b>Uni ID</b>	

To check delegations please see [http://info.anu.edu.au/ovc/assets/Delegations/By\\_Category/04fin.pdf](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*