



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