Invoice Request Form

FINANCE USE ONLY
Invoice no:

Date prepared	Date received

Customer name	Account number (if known)

Customer address

Nominal code	Cost centre	Costing code	Details	Net £	VAT £	Gross £
Initiated by (if different from authorisor)			Total			

Authorised by	Print name
Contact details (Email address/phone number)	

Do you require a copy of this invoice (Please tick the appropriate box) Yes ☐ No ☐

Important notes: please read

The Invoice Request is for use for customers where credit terms have already been approved by the Students' Union. For new customers who require a credit account, please speak to Finance.

A Customer Purchase Order/supporting documentation must always be attached to the Invoice Request.

Where amounts to be charged are £50 or less, please request cash, cheque or credit card in advance, rather than initiate an invoice.

White copy: Attach customer purchase order/supporting documentation & return to Finance Office Pink copy: Retain by initiator for own records