NEWCASTLE UNIVERSITY

INTERNAL PURCHASING REQUISITION

PURCHASING SCHOOL/ SERVICE	
ORG UNIT CODE	

SCHOOL CONTACT		EXTN.	
OWN REF NUMBER		DATE	
REQUESTED BY (NAME)		EXTN.	
ORDERING SCHOOL/ SERVICE LOCATION			

All fields in Bold must be completed

SELLING SCHOOL/ SERVICE	
ORG UNIT CODE	**52647091**
ACCOUNT TO CREDIT	**OSR/0670/FACI/RSE1**
COST ELEMENT	
SAP DOCUMENT No.	
SELLERS REF No.	
DATE	
ENTERED BY	

SCHOOL/ SERVICE CONTACT FOR FINANCIAL QUERIES & EXTN

Research Software Engineering
Email: rseteam@ncl.ac.uk
Extension: 84366

Purchasing School/Service Order Reference	Description of Material/Service Required (Please provide as complete a description as possible)	Order Unit	Quantity	Agreed Price	Total Amount	Account to be Charged	Cost Element Default from Sales Entry
		Days					

Authorised by: (Budget Holder)		**Print Name:** (Budget Holder)		**Date:**	