

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



INTERNAL PURCHASING REQUISITION

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: