

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	<b>52647091</b>
ACCOUNT TO CREDIT	<b>C7720D5464</b>
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](mailto: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
		<b>Days</b>					
		<b>Days</b>					

Authorised by:  
(Budget Holder)

Print Name:  
(Budget Holder)

Date: