

PURCHASING SCHOOL/ SERVICE	<input type="text"/>
ORG UNIT CODE	<input type="text"/>
SCHOOL CONTACT	<input type="text"/> EXTN. <input type="text"/>
OWN REF NUMBER	<input type="text"/> DATE <input type="text"/>
REQUESTED BY (NAME)	<input type="text"/> EXTN. <input type="text"/>
ORDERING SCHOOL/ SERVICE LOCATION	<input type="text"/>



### INTERNAL PURCHASING REQUISITION

*All fields in Bold must be completed*

SELLING SCHOOL/ SERVICE	<input type="text"/>
ORG UNIT CODE	<b>52647091</b>
ACCOUNT TO CREDIT	<b>C7720D5464</b>
COST ELEMENT	<input type="text"/>
SAP DOCUMENT No.	<input type="text"/>
SELLERS REF No.	<input type="text"/>
DATE	<input type="text"/>
ENTERED BY	<input type="text"/>

#### 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
		<b>Days</b>					
		<b>Days</b>					

Authorised by:  
(Budget Holder)

Print Name:  
(Budget Holder)

Date: