

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	52647091
ACCOUNT TO CREDIT	C7720D5464
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
		Days					
		Days					

Authorised by:
(Budget Holder)

Print Name:
(Budget Holder)

Date: