



NORTHUMBRIA UNIVERSITY

CREDIT NOTE REQUEST FORM

From School/Service:

Tel No:

Fax No:

Once completed and signed, scan and e-mail this form to IT Helpline at:
it.helpline@northumbria.ac.uk

Information Required	Invoice to be Cancelled	Details of new Invoice Raised (for information only)
Customer Account Number	<input type="text"/>	<input type="text"/>
Sales Order Number	<input type="text"/>	<input type="text"/>
Value (net of VAT)	£ <input type="text"/>	£ <input type="text"/>
VAT if applicable	£ <input type="text"/>	£ <input type="text"/>
Internal Order No (or Profit Centre)	<input type="text"/>	<input type="text"/>
Action Required:		
1) Cancel full invoice including VAT (if applicable)		<input type="text"/>
2) Cancel part of the invoice including VAT (if applicable)		<input type="text"/>
Justification for Credit Note		
Refund Required Y/N		
Authorised by School / Service <input type="text"/>	Print Name <input type="text"/>	Date <input type="text"/>

FINANCE USE ONLY: Authorised by:

Date:

1)	New Sales Order number	<input type="text"/>	
2)	Credit Memo Number	<input type="text"/>	
3)	Management Accounts		
4)	Credit Control Manager		
5)	Financial Accounting Director		