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| --- | --- |
| **Name** |  |
| **School**  |  |
| **Telephone number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Vendor Number** |  |
| **Vendor Name** |  |
| **Company Code** | **1000** |
| **Date** |  |
|  | **DETAILS OF PAYMENT:****Imprest top up** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authorised for payment** |  | **Prices verified** |  | **Goods received** |  |
| **Calculations checked** |  | **Invoice reference** | **TOP UP** | **Invoice date** |  |

|  |  |
| --- | --- |
| **IF NOT:** | **DFE number** **(Or name of coder)** |
| **ENTER NAME OF PERSON THAT INVOICE MUST BE SENT TO FOR CODING** |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **G/L CODE**  | **COST CENTRE/****PROFIT CENTRE** | **WBS** | **STATISTICAL INTERNAL****ORDER NUMBER** | **PLANT MAINTENCE** **ORDER NO.** | **AMOUNT** | **VAT RATE e.g. 20% 5% or 0%** |
| **140210** |  |  |  |  |  **£** | **VN** |
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| **VAT TOTAL** |  |  |
| **INVOICE TOTAL** |  **£** |  |