|  |
| --- |
| **Exchequer use only** |

|  |  |
| --- | --- |
| **SAP document number (if applicable)** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Checked** |  | **Parked** |  | **Posted** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Civica Refunded by** |  | **Refund Date** |  |

# Section 1 – Requester Details

|  |  |
| --- | --- |
| **Name** |  |
| **Department** |  |
| **Section** |  |
| **Extension** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Document Number****(this is the receipt number)** |  |
| **Document Date** |  |
| **Customer Number** |  |
| **Customer Name and Address** |  |
| **Company Code** |  |
| **Date** |  |
| **Reason for Refund** |  |
| **Payment method?** Delete as applicable | **Cheque/Bacs/Online**If BACS you **must** enter bank details below |

|  |  |
| --- | --- |
| **Bank/Building society name** |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Building Society Reference number (if applicable)**  |  |
| **Account Holder Name** |  |

|  |  |
| --- | --- |
| **Calculations Checked** |  |
| **Authorised for Payment** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **G/L CODE** | **COST CENTRE or****PROFIT CENTRE or****WBS or****STATISTICAL INTERNAL ORDER or****PLANT MAINTENANCE ORDER** | **TEXT** | **NET AMOUNT** | **VAT RATE** **AA = 20%****A2 = 5%****A0 = 0%****A9 = exempt****AN = outside the scope** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **VAT Total** |  |  |
| **Refund Total** |  |  |