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

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

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

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| --- | --- | --- | --- |
| **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** |  |

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| --- | --- | --- | --- | --- |
| **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** |
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| **VAT Total** | | |  |  |
| **Refund Total** | | |  |  |