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

|  |  |
| --- | --- |
| **Vendor reference** |  |
| **Vendor name** |  |
| **Company code** | **1000** |
| **Date** |  |
| **Details of payment:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Authorised for payment** |  | **Prices verified** |  | **Goods received** |  |
| **Calculations checked** |  | **Invoice reference** | **Out of Pocket** | **Invoice date** |  |

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| **Name of coder or DFE number** |
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| --- | --- | --- | --- | --- |
| **G/l code** | **Cost centre** | **Internal**  **Order number**  **e.g VCS0000** | **Amount** | **Vat rate e.g. 20% 5% or 0%** |
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| --- | --- | --- |
| **Vat total** | **£** |  |
| **Invoice total** | **£** |  |