|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UnitecNZLogoB&W** | | | | **CREDIT NOTE REQUISITION FORM** | | | | | |
| **Use this form to request that a credit note be generated. For information on the details required within this form, refer to the** [**Credit Note Requisition Instructions**](http://thenest.unitec.ac.nz/shadomx/apps/fms/fmsdownload.cfm?file_uuid=91726337-B7B4-47CB-9A90-4FF933FF2065&siteName=unitecintranet) **document.** | | | | | | | | | |
|  | | | | | | | | | |
| **Date:** | | | | | | | **Customer Code:**  *(to be filled in by Accounts)* | | |
| **Original Invoice Number:**  *(to be filled in by Dept)* | | | | | | | **Credit Note Number:**  *(to be filled in by Accounts)* | | |
|  | | | | | | | | | |
| **Credit To:** | | |  | | | | | | |
| **Postal Address:** | | |  | | | | | | |
| **Attention:** | | |  | | | | | | |
|  | | | | | | | | | |
| **Details and Reason to Appear on Credit Note:** |  | | | | | | | | |
|  | | | | | | | | | |
| **General Ledger Codes:** | | **GL** | | **Dept** | **Product** | | | **Project** |  |
|  | |  | |  |  | | |  | $ |
|  | |  | |  |  | | |  | $ |
|  | |  | |  |  | | |  | $ |
|  | | **Sub Total** | | | | | | | $ |
|  | | **GST Excl/Incl** | | | | | | | $ |
|  | | **Total** | | | | | | | $ |
| **Authorisations** | | | | | | | | | |
| **Contact Name:** | | | | | | **Contact No:** | | | |
| **HOS/Manager Signature:** | | | | | | **HOS/Manager Name Print:** | | | |
| **School/Department:** | | | | | | | | | |
| **Finance Administration Manager Signature:** | | | | | | **Finance Administration Manager Name Print:** | | | |