|  |  |
| --- | --- |
| **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:** |