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|  Name of Supplier: Click here to enter text. Date: Click here to enter a date.Supplier Address (If known): Click here to enter text.If payment is to be made via BACs, please ensure bank account details are provided either on an invoice, email or company headed paper.  |
| Description of purchase/Payment to be made: Click here to enter text.Total Cost (including delivery if applicable): £Cost centre: Click here to enter text. Account code: Click here to enter text. |
| Delivery to (if applicable)Name: Click here to enter text.Room: Click here to enter text. |
| Payment requested by: Click here to enter text.Certified by authorised signatory: Print Name: ­ |
| To be completed by FinanceFinancial Approval (if required): Date request received: Date processed: Processed by: Order reference: Goods received (date): Foreign exchange fee (if applicable): Transaction reference: Coded on-line:  |