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| Instructions   * Send to Faculty/Department Finance for verifications of details and signatures * Send fully completed form to Debtors Section, Finance Department to process | Date completed |  | | Department Requisition No. / Ref |  |
| ***NB:*** Attach the following supporting documents | Original Invoice | Proof of payment/receipt | | |
| New Invoice | Supporting documents for request for credit | | |

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| Customer details | **Customer No** |  | | | Customer Name |  | | | | | | | |
| **Sales order processed by** | Debtors  RCIPs  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Specify more details* | | | | | SO No |  | | Date |  | | Proc by |  |
| ***Credit Details*** | ***Number*** | | | ***Date*** | | ***Currency*** | | | *Total Foreign Amount* | | | ***Total Local Amount*** | |
| **Original Invoice** |  | | |  | |  | | |  | | |  | |
| **Referencing Receipt** |  | | |  | |  | | |  | | |  | |
| ***Re-invoiced*? N**  **Y**  If **Y**,new |  | | |  | |  | | |  | | |  | |
| **Reasons for credit note**  *(Choose only* **one** *from list)* | Course cancelled/withdrawal | | Deliverables not met | | | | | Duplication | | | Incorrect currency | | |
| Incorrect Customer | | Change to Price / Amount / Quantity / Details | | | | | Termination/Change to agreement/project | | | Incorrect VAT status | | |
| Notes/Comments |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Customer contact for credit/queries |  | | | | Telephone No. |  | | | Email Address | | |  | |

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| Credit details *Note:* Please ensure this section is *fully complete* with correct funds, cost centre, GLs, currency, amounts, VAT status and calculations | | | | | | | | | | | |
| **Fund** | **Cost Centre /  Real Internal Order** | **GL Acc** | **Qty** | **Detailed description of invoice item text supplied** | **Currency** | **Unit Price**  **(VAT Excl)** | **Total Amount (VAT Excl.)** | **VAT**  **%** | **VAT Amount** | **Total Amount (VAT Incl.)** | |
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|  | | | | | **TOTALS** | |  |  |  | |  |

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| **Fund holder**  *Agreement:*I confirm that this document is valid and correct, fully complete, and all supporting documentation has been checked and verified. | | | | | |
| Faculty |  | Department |  | Unit |  |
| Full name of fund holder (Print) |  | | | Date |  |
| Dept contact for credit/queries |  | Dept contact telephone no |  | Email |  |

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| Faculty/Dept Finance *Agreement:* I, the *authorised* undersigned, confirm that this document is valid and correct, fully complete, and all supporting documentation has been checked and verified | | | | | |
| Full name (Print) |  | Authorised Signature |  | Date |  |

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| **Office Use** | Credit Note No. |  | Date |  | Processed by |  | Signature |  |