|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |       |

|  |
| --- |
| 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.)** |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|       |       |      |      |       |      |       |       |       |       |       |
|  | **TOTALS** |       |  |  |  |

|  |
| --- |
| **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 |       |

|  |
| --- |
| 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 |       |

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