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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 Finance Financial 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: |