

Department		Ext Ref 1 Supplier Invoice No:		See below			
		Ext Ref 2 Order No:					
Supplier (NB One only)		Ext Ref 3 Other Ref:					
						For Finance Office use only	
SUPPLIER DATE	INVOICE NUMBER	Charge Codes EL1	EL2	EL3	£	p	Document Reference
							1
							2
							3
							4
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Goods / Work Satisfactory	Prices / Calculations Correct	TOTAL					For Finance Office use only
Initial when checked		<i>Authorised Signatory</i>					Doc Type / Invoice No.
							P O S T B L K 1 FO RL 10/02/1997