This form should only be used if you have an invoice with no corresponding Purchase Order, as the order was place prior to 1st April.

If your order was placed post this point **a purchase order must be raised.**

Please use this form if you need to code multiple lines with different coding, if your invoice relates to 1 cost centre and account number please write neatly on the invoice.

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| **Supplier Code** |  |
| **Date** |  |
| **Invoice Reference** |  |
| **Invoice date** |  |

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| **Line No.** | **Account code** | **Cost Centre** | **Sub Project (If applicable)** | **Analysis code (if applicable)** | **Net** | **VAT** | **Gross** |
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