

Accounts Receivable Internal Debit Memo Request

Transaction Number:	
Finance use only	

Purchase Order Number:
Our Reference:

Customer Name:	
Bill to Address:	
	Postcode:
Customer's VAT Number:	

Customer CID:
Originator:
Phone Number:
Department:
Campus:
Date:

For the Attention of:
Phone Number:

Transaction Type:
Choose a code from dropdown list

Special Instructions: (240 Characters will print on the debit memo)

Line	Description	Qty	Unit	Amount (excl. VAT) Currency:	VAT
1					
2					
3					
4					
5					
6					
7					
8					
Total					

GL Code						
Line	A B C D E	A 1 2 3 4 5	1 2 3 4 5 6	123	12345	
1						
2						
3						
4						
5						
6						
7						
8						

Stamp Here
Authorised By: Signature: Print Name: Date: