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| --- | --- | --- | --- | --- | --- | --- |
| **PURCHASING SCHOOL/ SERVICE** **ORG UNIT CODE** |  |  | **NEWCASTLE UNIVERSITY****INTERNAL PURCHASING REQUISITION*****All fields in Bold must be completed*** | **SELLING SCHOOL/ SERVICE** **ORG UNIT CODE** |  |  |
|  |  | **EXTN.** |  |  |  |  |
| **SCHOOL CONTACT** |  |  |  |  | **ACCOUNT TO CREDIT**  |  |  |
|  |  | **DATE** |  |  |  |  |  |
| **OWN REF NUMBER** |  |  |  | **COST ELEMENT** | **1500\_\_\_** |  |
|  |  |  |  |  | **SAP DOCUMENT No**. |  |  |
|  |  |  |  |  |  |  |  |
| **REQUESTED BY (NAME)** |  | **EXTN.** |  |  | **DATE** |  |  |
|  |  |  |  |  |  |  |  |
| **ORDERING SCHOOL/ SERVICE LOCATION** |  |  | **ENTERED BY** |  |  |
|  |  |  |  |  |  |  |  |

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| **SCHOOL/ SERVICE CONTACT FOR FINANCIAL QUERIES & EXTN** |  |  | **PRICE CHANGE Y/N****IF Y AGREED WITH**  |  |
|  |  |  |  |  |
|  |  |  | Date Goods/Services Required  | / / |
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| **Purchasing School/Service Order Reference** | **Description of Material/Service Required** (Please provide as complete a description as possible) | **Order Unit** | **Quantity** | **Agreed Price** | **Total Amount** | **Account to be Charged** | **Cost Element****Default from Sales Entry** |
|  | 1. Move extension number:

**(Provide extension number to be moved)**1. Outlet number extension is currently connected to:

**(EQ or PR and outlet numbers found on label on outlet,** **e.g. Ridley 1, EQ2.10 Outlet number 095 )**1. Outlet number extension is to move too:

**(EQ or PR and outlet numbers found on label on outlet,** **e.g. Armstrong, EQ M1.25a Outlet number 100 )**1. If you require any changes to listing (directory entry ), class of service or pick up group, please mention this below:
 | E |  | If unsure, please check with telecoms.£ | £ |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Authorised by:**(Account Holder) |  |  | **Print Name:** (Account Holder) |  |  | **Date:** | */ /* |
| ***Authorised by:******(HOS)*** |  |  | ***Print Name:*** ***(HOS)*** |  |  | Date: | */ /* |