STATIONERY SHOP INTERNAL TRANSFER
Credit for Budget CA12

Canterbury College

Please note: Budget holder's authorising signature must be obtained before any goods are taken from the shop.

JOURNAL NUMBER (Finance use only)	

Budget to be debited:

BUDGET AREA (Name)	
BUDGET NUMBER	

Staff member requesting stationery:

NAME (block capitals please)	
SIGNATURE	

Budget holder's authorisation:

NAME (block capitals please)	
SIGNATURE	

Shop personnel taking order:

NAME (block capitals please)	
SIGNATURE	

Details of items:

QUANTITY:	DESCRIPTION OF ITEMS:	UNIT COST:	TOTAL COST:

DATE		TOTAL COST	£