

## CREDIT NOTE AUTHORISATION FORM

Invoice Number: \_\_\_\_\_

Customer: \_\_\_\_\_

Amount: \_\_\_\_\_

### Reason for Credit Note:

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### Account to be Credited:

Number \_\_\_\_\_ Name: \_\_\_\_\_

Sub cost \_\_\_\_\_ Name: \_\_\_\_\_

Original Invoice requested by: \_\_\_\_\_

### Back up documentation:

Invoice

3<sup>rd</sup> Party Confirmation,

Invoice Requestor

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### Finance Authorisation:

Financial Accountant: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Manager \_\_\_\_\_ Date: \_\_\_\_\_