

INVOICE REQUEST

Invoicing External Customers for the Supply of Goods and Services

The School's standard terms and conditions state that payment terms for all invoices require payment to be made within 30 days of invoice date. Exceptions to this must be agreed in advance with the Chief Financial Officer.

Please tick the box below to confirm that you meet the requirements of the declaration;

I confirm that I am the budget controller/have permission from the budget controller to submit this request. In submitting this request, I confirm that I have read and understood the Sales Invoice procedures.

I confirm that in determining the VAT liability I have sought advice from the Tax Team or have used the online **VAT Toolkit** and kept a copy of the result for future audit purposes.

I confirm that I have checked with the customer;

Purchase Order Number required and included below

Purchase Order Number not required

Following the submission of your request, the invoice will follow the Schools standard debt chasing process as outlined below.

- Invoice sent out on day after it is raised
- Pre Due reminder sent 10 days prior to Due Date
- 1st reminder sent out on day of Due Date
- 2nd reminder sent out 10 days after Due Date, 1st reminder sent to department
- 3rd reminder sent out 20 days after Due Date, 2nd reminder sent to department
- Escalated to Credit Control 30 days after Due Date for manual intervention

In the event of non-payment, the debt will be reviewed and may be passed to the School's external debt collection agency. All necessary action will be taken to recover this debt, including legal processes.

INVOICE REQUEST



Fees, Income and
Credit Control Office

Who to Invoice

Organisation or
person to be
invoiced

Contact Name
(if applicable)

Address where
payment will
be sent from

Postcode

Country (if overseas)

Contact Tel.

Contact Email

Tick VAT Type

Description (MUST include full details e.g. dates, names etc.)

Qty

£ Per Unit

Standard

Reverse

Exempt

Customer/Purchase Order Reference (if applicable)

Total excluding VAT

£

Please Select Trading Area

LSE Email Address

Requester Name

LSE Dept

Supply of services to EU customer **If customer is an EU member this section MUST be completed**

Is supply for: Goods or Services

Please use the link below to determine the VAT status of your Invoice and mark accordingly

Click here to access the VAT Toolkit

VAT Office use; Reason for VAT Exemption

VAT reg no.

Budget code/s to be credited (please complete ALL boxes)

£

£

Completed
by

Phone
Extn

Finance
use

Input by

Acc No.

Date Input

Invoice No.

Please submit completed form to fees@lse.ac.uk