

CREDIT NOTE REQUEST

[illegible]

Reason for credit

LSE Dept

Completed by
(caps)

Phone
Extn

Date _____

I confirm that I am the budget controller/have permission from the budget controller to submit this request.

Refunds

If a refund is required for the generated credit please use the following link to complete the process

Refund Process

Credit Ctrl
use

Input by

Acc No.

Date Input

Credit Note No.