



## REQUEST FOR CREDIT/ADJUSTMENT NOTE

Email: [accountsreceivable@unisa.edu.au](mailto:accountsreceivable@unisa.edu.au) – Please cc the Authorised Cost Centre Manager  
Phone: (08) 8302 1727

NOTE:

1. Fields marked compulsory must be completed.
2. Forms will be returned to Preparer if any fields marked *compulsory* are left blank.
3. Finance is required to ensure the University does not receive payment from a [sanctions regime](#). Please refer to the [Research and Innovation Services](#) should you have any queries relating to the Autonomous Sanctions Act.
4. Please email [accountsreceivabl@unisa.edu.au](mailto:accountsreceivabl@unisa.edu.au)

<b>Invoice Number to be credited/adjusted (compulsory)</b>		<b>Debtor Code (ID) (If known)</b>	
<b>CUSTOMER NAME (in full)</b>			
<b>ATTENTION AND/OR CUSTOMER ORDER NUMBER (external reference)</b>			
<b>POSTAL ADDRESS (in full)</b>			
<b>Customer's Email</b>			
<b>Account Code (compulsory)</b>	_ _ _ - _ _ _ _ _ - _ _ _ _ _		
<b>Reason for Credit/Adjustment (compulsory)</b>			

CREDIT / ADJUSTMENT NOTE DETAILS				
<b>REASON FOR CREDIT/ADJUSTMENT NOTE: (compulsory)</b> <i>(This information will appear on the credit note)</i> <b>USE THE TAB KEY TO MOVE BETWEEN FIELDS</b>	<b>GST Code</b> <i>(Same as original invoice)</i>	(a)	(b)	(a + b)
		<b>GST Exclusive Amount</b>	<b>GST Amount @ 10% of (a)</b>	<b>GST Inclusive Total</b>
<b>INVOICE TOTALS</b>				

<b>PREPARER</b>	<b>AUTHORISER (COST CENTRE MANAGER)</b>
Name <i>(print)</i> <b>(compulsory)</b>	Name <i>(print)</i> <b>(compulsory)</b>
Date:	Date:
Phone No:	Phone No: