**Raise A Sales Invoice Request**

Complete and send to Business Operations Services (businessops@ucl.ac.uk)

|  |  |  |
| --- | --- | --- |
| CUSTOMER |  | |
| FULL DESCRIPTION |  | |
| BILLING TIME FRAME  (Property Team Use) |  | |
| CUSTOMER EMAIL ADDRESS |  | |
| AMOUNT (Net Amount) | **£** | |
| [Expenditure types for sales items](https://www.ucl.ac.uk/finance/sites/finance/files/sales_items_list.xls)  <https://www.ucl.ac.uk/finance/node/863> |  | |
| FULL PROJECT CODE (PTA) | **Project** |  |
| **Task** |  |
| **Award** |  |
| CUSTOMER PURCHASE ORDER NUMBER |  | |