

**INTERNAL CHARGE REQUEST
BETWEEN NCC SERVICES & SCHOOLS**

To: Education Financial Services

Please action the following charges:

DEBIT COST CENTRE	LOCATION CODE	SUB CODE	DESCRIPTION	£

Authorised by: _____ **Position:** _____ **Date:** _____

CREDIT COST CENTRE	LOCATION CODE	SUB CODE	DESCRIPTION	£

Authorised by: _____ **Position:** _____ **Date:** _____

EFS use only:
Journal Ref: _____ **Signed:** _____ **Date:** _____

INTERNAL CHARGE REQUEST

CHARGES BETWEEN SCHOOLS

To: Education Financial Services

Please action the following charges:

DEBIT COST CENTRE	LOCATION CODE	SUB CODE	DESCRIPTION	£
		7452		
		7452		
		7452		
		7452		
		7452		

Authorised by: _____ Position: _____ Date: _____

CREDIT COST CENTRE	LOCATION CODE	SUB CODE	DESCRIPTION	£
		9900		
		9900		
		9900		
		9900		
		9900		

Authorised by: _____ Position: _____ Date: _____

EFS use only:
Journal Ref: _____ Signed: _____ Date: _____