# INVOICE CODING AND CERTIFICATION SLIP

**EU PURCHASES OF SERVICES**

<table>
<thead>
<tr>
<th>AP Analysis</th>
<th>Location</th>
<th>Project</th>
<th>Value in Foreign Currency</th>
<th>Type of Currency</th>
<th>Description (maximum 36 characters)</th>
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**FINANCE OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>STERLING VALUE</th>
<th>INVOICE TOTAL</th>
<th>PURCHASE ORDER NO.</th>
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<td>£</td>
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**MUST be completed in respect of purchase of SERVICES only**

Tick Box

- Downloading of Books, Publications, Journals, Information and Software
- Downloading of Data processing & computer services
- Downloading of Web-hosting, web design & similar services
- Downloading of Scientific & Cultural services
- Agents Commission Charges
- Page Charges
- Consultancy Services
- Research Services (where not exempt)
- Processing of Analytical Information
- Supply of Staff
- Other (PLEASE DESCRIBE)

**THERE IS A LIST OF ALL EU COUNTRIES ON THE REVERSE OF THIS FORM**

FOR NON-EU FOREIGN PURCHASES OF GOODS USE FORM FIN 103 FOG

FOR NON-EU FOREIGN PURCHASES OF SERVICES USE FORM FIN 103 FOS

FOR EU PURCHASES OF GOODS USE FORM FIN 103 EUG

<table>
<thead>
<tr>
<th>Date Authorised</th>
<th>Contact Name in Budget Centre</th>
<th>Contact Telephone No.</th>
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**Budget Centre to complete all boxes below**

<table>
<thead>
<tr>
<th>Date for Discount</th>
<th>Not passed previously</th>
<th>Goods Received</th>
<th>Prices Checked</th>
<th>Calculations Checked</th>
<th>Authorised By</th>
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**Finance to complete box below**

<table>
<thead>
<tr>
<th>Validated in Finance Office</th>
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</table>
THIS FORM TO BE USED FOR THE FOLLOWING EU COUNTRIES:

1. Austria
2. Belgium
3. Bulgaria
4. Croatia
5. Cyprus
6. Czech Republic
7. Denmark
8. Estonia
9. Finland
10. France
11. Germany
12. Greece
13. Hungary
14. Ireland
15. Italy
16. Latvia
17. Lithuania
18. Luxembourg
19. Malta
20. Netherlands
21. Poland
22. Portugal
23. Romania
24. Slovakia
25. Slovenia
26. Spain
27. Sweden