

**INVOICE CODING AND CERTIFICATION SLIP
EU PURCHASES OF SERVICES**

Document No

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ANALYSIS	Account Code LOCATION	PROJECT	Value in Foreign Currency	Type of Currency	Description (maximum 36 characters)
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			.		
FINANCE OFFICE USE ONLY STERLING VALUE: £		<u>INVOICE TOTAL</u>	.	<u>PURCHASE ORDER NO.</u>	

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

Date Authorised	Contact Name in Budget Centre	Contact Telephone No.

Budget Centre to complete all boxes below					
Date for Discount	Not passed previously	Goods Received	Prices Checked	Calculations Checked	Authorised By

Finance to complete box below
Validated in Finance Office

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**