

MEMO IN LIEU OF AN INVOICE

NB – Incomplete forms will not be processed and will be returned.

Back-up documentation to support the payment should be submitted **in all cases**.

Supplier ID	
Supplier Name	
Address	
Purchase Order Number	
GRN Number	
Payment Reference (to be shown in place of invoice number)	
Currency	
Payment Amount	

Signed: _____

Grade: _____ (AO/SEO or Analogous)

Department: _____

Date: _____

This document is an instruction to raise a payment **where an invoice will not be received** from the supplier. It is only to be used in **exceptional** circumstances.

A Purchase Order must be raised, approved and goods received on Agresso before completing this document.

E-mail with relevant backup documentation to accountspayable@kildarecoco.ie