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|  | |  | University Computing Centre |
|  |  |  | IT Purchasing Management  Administrator:  (cost centre: 20031220)  Telephone: +49 (0)69 798-  Email: mt-support@uni-frankfurt.de  www.rz.uni-frankfurt.de |

##### Invoice/Delivery Note/Cost Transfer Form for PCs & Accessories

# Order number:

# Date:

Invoice recipient Name:

Room:

Faculty:

Institute:   
 Administration:   
  
  
The amount will be debited from the cost centre/project number indicated below.

Please therefore make sure that you forward this form to your secretary’s office/dean’s office so that there is a record of the debit.

|  |  |
| --- | --- |
| **Cost centre:** | GL account: |
|  |  |
| Project number: |  |

We confirm receipt of the items indicated below. We agree to the debiting of the costs by the University Computing Centre:

|  |  |
| --- | --- |
| **Signature** |  |
|  | Telephone number: |
| Name |  |
|  |  |

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| --- | --- | --- | --- | --- | --- |
| **Description** | **Scope of services** | **Unit price** | **Quantity** | **Total price** | **Serial & inventory numbers** |
|  |  | in EUR |  | in EUR |
|  |  |  |  |  |  |
| **Total price** |  |  |  |  |  |