



 <b>UNIVERSITY OF CAMBRIDGE</b> Department of Geography		<h1>Requisition for Laboratory Services</h1>							
<b>CONTACT DETAILS:</b> Name: _____ Tel No: _____ Email Address: _____ Department: _____ Address: _____									
<b>Reason for Work (please give any relevant details):</b> <table border="1" style="width:100%"> <tr> <td>Administration</td> <td>Departmental Teaching</td> <td>Departmental Research</td> <td>Other Research</td> <td>Student</td> <td>External</td> </tr> </table>				Administration	Departmental Teaching	Departmental Research	Other Research	Student	External
Administration	Departmental Teaching	Departmental Research	Other Research	Student	External				
<b>Method of Payment:</b> _____ <b>OR</b> _____									
<b>Invoice to:</b> _____  <b>PO Number:</b> _____		<b>Department Funding Ref:</b> _____							
<b>Detail of Requirements</b>									
Date Work Received: _____		Date Work Required: _____							
<b>Work to be Completed by:</b> <i>(delete as appropriate)</i>		University Technician/ Requisitioner/ Other <i>(give details)</i>							
<b>Type of Analysis/Description of Work</b>	<b>No. Of Samples</b>	<b>Unit Cost (exc. VAT)</b>	<b>Total Cost (Exc VAT)</b>						
<b>Total Cost Excluding VAT</b>			£						
<b>Any other requirements:</b> _____									
<b>Work Completed</b>	<b>Date:</b>	<b>Name:</b>	<b>Signature:</b>						
		<table border="1" style="width:100%"> <tr> <td><b>Sub Total</b></td> <td> </td> </tr> <tr> <td><b>VAT @ 17.5% (External Only)</b></td> <td> </td> </tr> <tr> <td><b>Total Cost</b></td> <td> </td> </tr> </table>		<b>Sub Total</b>		<b>VAT @ 17.5% (External Only)</b>		<b>Total Cost</b>	
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