



Date	
Quantity Required	
Faculty/School/Department	
Authorising Officer <i>(Head of School, Faculty or Department)</i> • <i>Not necessary if reordering</i>	
Signature	
Manual Receipts Custodian/s	
Signature	

Treasury Use Only			
Manual Receipt Books Issued			
Start Number	End Number	Start Number	End Number
Deposit Book Number Issued			
Initial			
Date			