



Date: _____

To: NSS Finance

INTRA-COMPANY BILLING FOR PURCHASES FROM SBS GENERAL STORE BY NIE

	Expenses to be borne by:	Expenses to be billed by:
Profit Centre		C220068000
Cost Centre / WBS		C220068001
GL Account	81001050	81000004
Amount	S\$	

Reason: Purchases from SBS General Store

Requested by:

Approved by:

Requester's name and signature

PI's name and signature

Date:

Date:

*Please have this form completed and approved before collecting items from SBS General Store.