## Catholic Diocese of Portsmouth

## Finance Team

# Information Sheet

### Completing a Sales Bulk Invoice Request form (No: 0005)

Introduction

This information sheet provides the steps necessary to complete an Sales Bulk Invoice Request form in accordance with diocesan processes. If you need further information, you can contact Keith Harvey on 0234 216465 or at kharvey@portsmouthdiocese.org.uk

Important Note

Where the diocese must issue a large number of invoices please contact the finance team to determine the needs of the department and how best these invoices can be issued to meet these needs.

Process

Please contact Finance on accounts@portsmouthdiocese.org.uk or Keith as above.