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| **1** | **Absenderangaben** | | | | | | | | | | | | | | | | | | | | | | | | **2** | | | **Vorgangsart** (bitte ankreuzen) | | | | | | | | | | | |  | **G-Jahr** | | | |  | | | **Belegnummer** | | | | |  |
| Bereich | | | |  | | | | | | | | | | | | | | | | | | | |  | **A**  **Ausgabe** | | | | | | | | | | **E**  **Einnahme** | | | | |  |  | | | |  | | |  | | | | |  |
| Name | | | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |  | | | | |  | \_\_\_\_\_\_ | | | |  | | | **\_\_\_\_\_\_\_\_** | | | | |  |
| Telefon | | | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |  | | | | |  | **Buchungsdatum** | | | | | | |  | | | |  |  |
| Mail | | | |  | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | |  | | | | |  | **Buchungsperiode** | | | | | | |  | | | |  |  |
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| **3** | **Bestellung über SRM / MM?** | | | | | | | | | |  | | **- Bitte unbedingt ankreuzen -** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Eingangsstempel** | | | | | | | | | | | | | |
|  |  | **nein** | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | |  | | |  | | | | Die grau hinterlegten Felder  bitte nicht ausfüllen | | | | | | |
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|  |  | **ja, Bezug zu einer Bestellung mit Bestellnummer:** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | |  | | | |  | | | | | | |
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|  |  | **ja, Bezug zu mehreren Bestellungen. Bitte Bestellnummern auf der Rechnung eintragen.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | |  | | | | | | |
| **4** | **Kreditor / Debitor** (wenn aus Rechnung / Beleg nicht ersichtlich) | | | | | | | | | | | | | | | |  | | | **Nr.:** (falls bekannt) | | | | | | | | | | |  | | | | | | |  | |  | | |  | | | |  | | | | | | |
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|  | Name, Vorname / Firma | | | | | | | | | | | | | | | | | | | |  | **m  w  d** | | | | | | | | **ja  nein** | | | | | |  | | | |  | | |  | | | |  | | | | | | |
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|  | Mailadresse | | | | | | | ← *bei Privatpersonen* → | | | | | | | | | | | | |  | Steuer-ID (11-stellig) | | | | | | | | | | | | Geburtsdatum | | |  | | |  | | |  | | | |  | | | | | | |
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|  | Strasse, Hausnummer | | | | | | | | | | | | | | | | | | | |  | PLZ / Ort | | | | | | | | | | | | | | |  | | |  | | |  | | | |  | | | | | | |
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|  | IBAN | | | | | | | | | | | | | | | | | | | |  | BIC oder Bankname | | | | | | | | | | | | | | |  | | |  | | |  | | | |  | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | |  | **Barzahlung** | | | | | | | | | | | | | | | |  | | **Steuerkennzeichen** | | | | | | | | |  | | | | |
|  | Kontoinhaber (falls abweichend) | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | |  | | | |  | | | | | | | | |  | | | | |
| **5** | **Bruttobetrag lt. Rechnung** | | | | | | | | | | | | | | | | | | | | | |  | | | **Bruttobetrag abzgl. Skonto** | | | | | | | | | | | | | |  | | **Währung** (falls nicht Euro) | | | | | | | | |  | | |
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|  | **Betrag in Worten** (Inland ab 1.000 €, Fremdwährung ohne Ausnahme) | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| **Sind mehrere Sachkonten betroffen, bitte auf Rechnung bei der jeweiligen Position eintragen und weiter mit 7. Ansonsten bei 6 eintragen.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6** | **Sachkonto:** (falls bekannt) **(Kostenart, Finanzposition)** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | **\_\_\_\_\_\_\_\_**  **8-stellig** | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| **Sind mehrere Kontierungsobjekte betroffen, bitte auf Rechnung eintragen oder mit ‚Anlage für Splitbuchung‘ einreichen und weiter mit 8.  Ansonsten bei 7 eintragen.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | **Kontierungsobjekt** (**Pflichtangabe**: Kostenstelle mit Fonds **ODER** PSP-Element mit Fonds **ODER** Innenauftrag) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Kostenstelle (Finanzstelle)** | | | | | | | | | | **Fonds** | | | | | | **PSP Element / Projekt (Haushaltsprogramm)** | | | | | | | | | | | | | | | | | | | | | **Innenauftrag (Haushaltsprogramm)** | | | | | | | | | | | | | |  | | |
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| **\_\_\_\_\_\_\_**  **7-stellig** | | | | | | | | | | **\_\_\_\_**  **4-stellig** | | | | | | **\_\_\_\_\_\_\_\_\_\_**  **10-stellig** | | | | | | | | | | | | | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_**  **10-stellig** | | | | | | | | | | | | |  | | | |
| **8** | **Buchungstext – Vorschlag für die Buchhaltung** (zur Wiedererkennung = Was für eine Zahlung?)(Falls **A**uswertungs-**K**ennzeichen gewünscht, dafür die ersten 5 Stellen des Buchungstextes verwenden) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | **AK** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| **9** | **Begründung – falls dies nicht eindeutig aus der Rechnung hervorgeht** (zur Rechtfertigung/Prüfung = Warum die Zahlung?) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **10** | **Sachlich und rechnerisch richtig** | | | | | | | | **Die Abteilung Rechnungswesen wird angewiesen, den Betrag (wenn möglich abzgl. Skonto) wie angegeben auszuzahlen / anzunehmen und zu buchen.** Datum / Unterschrift der/s Anordnungsbefugten | | | | | | | | | | | | | | | | | | | | | | | | | | | | **11** | | **Intrahandelsstatistik**  **EU-Ausland** | | | | | | | | | | | | | | |
|  | (zwingend erforderlich) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | |  |  | | | |  | | |
|  | Datum / Unterschrift | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Versandland | | | | | | |  | Ursprungsland | | | |  | | |
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|  | Name in Druckbuchstaben: | | | | | | | |  | | | | | | | Name in Druckbuchstaben: | | | | | | | | | | | | | | | | | | | | |  | |  | | | | | | |  |  | | | |  | | |
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