




Online Store - User Request Form

Form A

Staff Details	
Staff Name	
LSE Username	
E-mail	
Phone	
Staff ID	
Room / Building Location	
Department Details	
Department or Division	
Section or Team	
Name of Budget Holder	
I confirm that in determining the VAT liability I have sought advice from the Tax Team or have used the online VAT Toolkit and kept a copy of the result for future audit purposes.	
I confirm that I am the budget controller/have permission from the budget controller to submit this request. In submitting this request, I confirm that I have read and understood the external store policy. Further I confirm that I have read and understood the Online Store Staff User guide and procedures.	
 all applicable	
Expected Store Activities –	
Non chargeable items	
Products	
Events	
Student / Individual Related	
Commercial / Business Related	