

## Purchase Order Details

Purchase Order Reference **S**

Cost centre

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V.A.T. Reg No. 173 4592 48



# Purchase Order Form

### IMPORTANT NOTE FOR SUPPLIERS:

Please quote the above purchase details (purchase order reference number & cost centre) on all delivery notes and invoices. All deliveries should be made to Activities & Sports Zone, Students' Union at the above address. Invoices should follow to the same address. Contact details are shown above. Please note that this order is not valid unless appropriately authorised in Section Five below.

### Section One - Purchase Details

Name of Society/Committee:.....	Contact name: .....
Cost centre: .....	Email Address: .....
Date of submission: .....	Telephone: .....

### Section Two - Supplier details

Name and address of the supplier:		Telephone No: .....
.....		Fax No: .....
.....		Email: .....
Postcode: .....		

### Section Three - What's being ordered

Ref/ Catalogue No	Quantity	Full description of Goods/Services (attach an additional sheet if necessary)	£
VAT £			
Gross total £			

### Section Four - Nominal codes (for information only)

Please specify below from which account code(s) you intend to pay for this purchase.

For Societies		Cost Centre (alpha)			Net amount £	VAT £	Sub total £	
X	A	2	3	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
X	B	3	3	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
For Working/Representative Committees		<input type="text"/>			Net amount £	VAT £	Sub total £	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Grand total £							<input type="text"/>	

### Section Five - Authorisation

.....	.....	.....
Society/Committee Treasurer's signature	Union Staff authorisation	Sabbatical Officer's authorisation