**RBS One Card Expenditure Request Form**

**NEW FROM 1 FEB 2016**

*Requests will be rejected if form is either incomplete (including approvals) or if the preferred paths to payment (justification) are deemed more appropriate****.***

**Requestor Details**

|  |  |  |
| --- | --- | --- |
| Date:  10 Nov 2017 | Name:  Andrei Buruiana | Telephone Number:  07519534908 |
| E Mail address:  andrei.buruiana@student.manchester.ac.uk | | School/Dept  School of Electrical and Electronic Engineering |
| Required Delivery Address:  Andrei Buruiana  **Central Store, Sackville Street Building  Granby Row  Manchester, M1 3BU  United Kingdom** | | |

**Purchase Details**

|  |  |  |
| --- | --- | --- |
| Suppliers Name:  RS | | |
| If purchased through the Web please provide the link:  Bosch Rexroth Aluminium Strut 20 x 20 mm, 6mm Groove , 3000mm L  <http://uk.rs-online.com/web/p/tubing-struts/4667219/?searchTerm=4667219&relevancy-data=636F3D3126696E3D4931384E525353746F636B4E756D626572266C753D656E266D6D3D6D61746368616C6C26706D3D5E5C647B362C377D7C5C647B31307D7C28283F69292852537C5253207C52532D293F5C647B337D285C73293F5B5C732D2F255C2E2C5D285C73293F5C647B332C347D292426706F3D3126736E3D592673743D52535F53544F434B5F4E554D4245522677633D4E4F4E45267573743D34363637323139267374613D3436363732313926> | | |
| Item Description: *give name and dates of conference/meeting/event. All meals/food over £5 requires a completed entertainment form* | QTY | PRICE (incl VAT)) |
| Aluminium Strut 20 x 20 mm, 6mm Groove , 3000mm L | 1 | £18.98 |
|  |  |  |
|  |  |  |
| TOTAL |  | £18.98 |

**Finance Information**

|  |  |  |
| --- | --- | --- |
| Account Code:  AA15957 | I&E: | Task Code (R and P codes only)\*: |
| VAT Type: | Currency | |

**\*** *Please ensure if research that the code/task is open and valid – this charge may not hit the account for up to 6 weeks*

**Justification**

|  |
| --- |
| Please justify why you are not proceeding down the preferred payment routes **: Emarketplace/iProc ; Egencia (Travel) ; or Fees and Expenses/Petty Cash . Details for these can be found on the Finance Intranet pages** [**http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/**](http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/) |
| **The product is not available on iProc.** |

**Approval** (Email approval is acceptable)

|  |  |  |
| --- | --- | --- |
| **To be authorised by the Budget Holder:** | | |
| Name: | Budget Holder signature: | Department: |
| **To be approved by the Authorised Signatory.** | | |
| Name: | Authorised signature: | Department: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cardholder to Complete Checklist:**

|  |  |
| --- | --- |
| Form fully complete |  |
| Date of Card Transaction | **DD/MM/YYYY** |
| Attached invoice/receipt |  |
| Updated RBS SDOL |  |
| File chronologically |  |

Any concerns before processing please contact the Finance Operations Manager