

Petrotechnics Limited
Pavilion 5
Craigshaw Business Park
Craigshaw Road
Aberdeen
AB12 3QH
Tel : (01224) 337200
Email : accounts-payable@petrotechnics.com
VAT Reg No: GB 552 9869 91

Cash Sales US \$ Miscellaneous A/c

Order No	111915
Order Date	26/04/2017
Your Order No	
Account Ref	ZAX001

This is not a V.A.T Invoice

Qty Ordered	Nominal Code	Product Description	Unit Price	Net Amount
1.00	86600191	Mailing List of 2500 Rail Infrastructure Management Contracts	1,300.00	1,300.00

SIGNATURE.....

PRINT NAME

DATE

Total Net Amount	\$	1,300.00
Carriage	\$	0.00
Total VAT Amount	\$	0.00
Order Total	\$	1,300.00

PO Request Form

Requested by - Jenna Chambers

Company - Petrotechnics Ltd

Petro Ltd, Petro Inc, Petro TT, Petro Saudi

Supplier - Thomson Data

If this is a new supplier, are they going to be used regularly going forward? No

1*

Description of item	Quantity	Price NET	VAT	GROSS
Mailing list of 2500 rail infrastructure management contacts	1.00	1,300.00		1,300.00
Total Price		1,300.00	-	1,300.00

Nominal code - 86600191

Consult MP012 (sheet 2) for the Nominal Code and if still unsure ask Finance

Budget Holder - Scott Lehmann

Consult MP012 for the Budget holder

Purchase Method

Invoice

Delete as appropriate

Who's Visa?

Date 26/04/2017

Instructions

Please pass the completed request form along with appropriate back up, (quotes) to reception for the PO to be created. If the form is not completed in full it will be returned by reception.

Reception will inform you once the PO is completed. It is then to be collected along with all the relevant attachments, including the PO request form.

Pass the PO to the Budget Holder for Signing off, if they are not available can the person who is signing off in their absence please state the reasons why they are doing so.

Order the item. Pass the PO to finance, by signing it into the PO tray using the PO Sign in sheet. (Beside Bob's Desk)

1*

Input an appropriate summary description of the item (items) to show on the face of the PO.

2*

Consideration must be given to any extra charges or delivery costs and should be included.

PO111914