**Procurement Card Expenditure Request Form**

Audits for leakage & compliance

Requester completes form

Statement loaded into Oracle 25th

Cardholder Completes checklist

Cardholder Transacts purchase

Requester obtains approvals

|  |  |
| --- | --- |
| ***C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\P6DJ0YGL\tick_icon[1].jpg*** | ***Ideal for*** *conference bookings, one off payments* |
| C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\OS434HW8\red-cross[1].png | **Not to be used for** Large foreign currency payment; laptop or computer purchases; Travel; Airbnb, any supply available through established purchasing contracts |

**Requester Details**

|  |  |  |
| --- | --- | --- |
| Date:27/11/2024 | Name: Muhammad Bin Suratman | Telephone Number:  07825633321 |
| E Mail address: muhammad.binsuratman@student.manchester.ac.uk | | School/Dept: EEE |
| Required Delivery Address: Engineering Building A, The University of Manchester, York Street Stores. M1 7HL | | |

**Purchase Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier Name: DirectPlastics | | | |
| If purchased through the Web please provide the link:  <https://www.directplastics.co.uk/nylon-6-6-natural-rod-12mm-dia-x-1000mm> https://www.directplastics.co.uk/nylon-6-6-natural-rod-5mm-dia-x-1000mm | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| Nylon 6.6 Rod 12 mm diameter, 1m | | 1 | 7.00 |
| Nylon 6.6 Rod 5 mm diameter, 1m | | 1 | 2.04 |
| Delivery | |  | 5.95 |
|  | |  |  |
| : [Currency](#_top)C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].pngNon £ purhcases typically can attract a 3% charge | TOTAL: |  | 14.99 |

**Finance Information**

|  |  |  |
| --- | --- | --- |
| Activity Code: C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].png (e.g. [AA12345](#_top))  AA18001 | I&E: C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].png (e.g. [4150](#_top))  6010 | Task Code: C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].png (e.g. [A05](#_top))  Leave blank unless Activity codes commences R and P |



**Justification** *why credit card payment is necessary rather than a preferred payment method:*

|  |
| --- |
| The specific size cannot be found on the university suppliers list |

* C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].pngWhen buying from internet based companies be careful not to accidentally sign up for repeat payments.

**Approval** (emails accepted)

|  |  |  |
| --- | --- | --- |
| **To be authorised by the Budget Holder:** | | |
| Name: Martin Coram | Budget Holder signature: | Date |
| **To be approved by the Authorised Signatory.** *(can be the same as budget holder)* | | |
| Name: Martin Coram | Authorised signature: | Date: |

**Cardholder Checklist**

|  |  |  |
| --- | --- | --- |
| **Confirmation Transaction Completion: Cardholder** | | |
| Form fully completed □ Attached invoice/receipt □  Coded on SDOL □ Filing □ | | |
| Name: | Signature: | Date: |