**Procurement Card Expenditure Request Form**

Requester completes form

Card Audit compliance

Card reporting compliance

Oracle Load 26th

Complete SDOL 25th &31st

Cardholder Transacts purchase

Requester obtains approvals

|  |  |
| --- | --- |
|  |  |

**Requester Details**

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| --- | --- | --- |
| Date: 31/1/2025 | Name: Muhammad Bin Suratman | Telephone Number: 07825633321  5-digit extension |
| 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: 123-3D | | | |
| If purchased through the Web, please provide the link:  <https://www.123-3d.co.uk/123-3D-M6-thread-inserts-9mm-x-9mm-20-pack-i6876-t9745.html>  <https://www.123-3d.co.uk/123-3D-GT2-9mm-timing-belt-2-5-metres-i6550-t0.html>  <https://www.123-3d.co.uk/123-3D-M6-threaded-rod-100cm-i2226-t0.html>  <https://www.123-3d.co.uk/123-3D-GT2-timing-belt-pulley-20-teeth-9mm-belt-8mm-bore-GT2-20T-W9-B8-i2306-t0.html>  <https://www.123-3d.co.uk/123-3D-Grub-screws-M4-x-8mm-10-pack-i3103-t0.html>  <https://www.123-3d.co.uk/123-3D-Zinc-plated-M6-lock-nut-50-pack-i144-t0.html>  <https://www.123-3d.co.uk/123-3D-Zinc-plated-hexagon-M6-nut-50-pack-i142-t0.html> | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| M6 Thread Inserts, 9mm (x20) | | 1 | 7.95 |
| GT2 9mm Timing Belt, 2.5m | | 1 | 16.75 |
| M6 Threaded Rod, 1m | | 1 | 5.50 |
| Grub Screws, M4 x 8mm (x10) | | 2 | 4.50 |
| M6 Lock Nut (x50) | | 1 | 3.70 |
| M6 Nut (x50) | | 1 | 3.30 |
| GT2 Timing Belt Pulley, 20 Teeth, 9mm belt, 8mm bore | | 7 | 36.75 |
| Delivery/Service/Other Charges | |  |  |
| : [Currency](#_top)C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].pngNon £ purchases typically can attract a 3% charge | TOTAL: |  | 78.45 |

**Finance Information**

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| Activity Code: C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].png AA18001  7 characters in length | I&E: C:\Users\mfztsmg2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8YBN2JT8\zeimusu-Warning-sign[1].png 6010  4  4 numeric | 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. You should check existing supplier before opting for card :*either view [*Find a Supplier*](mailto:Find%20a%20Supplier)*or contact*[procurement@manchester.ac.uk](mailto:procurement@manchester.ac.uk)

|  |
| --- |
| Some items could not be found on the university supplier 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**  **Budget Holder email attached** Image result for checked tick **Authorised Signatory Email attached** Image result for checked tick |

**Transaction must be coded and audit trail attached in SDOL by the 25thof the month.**

**Any forms not fully complete or missing approval(s) will be rejected.**

**If buying goods from overseas you must consider the administration and expense involved. Please refer to the guidance** [**Importing Goods | Directorate of Finance | StaffNet | The University of Manchester**](https://www.staffnet.manchester.ac.uk/finance/purchasing/importing-goods/)