**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**

|  |  |  |
| --- | --- | --- |
| 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: Aliexpress | | | |
| If purchased through the Web, please provide the link:  <https://www.aliexpress.com/item/1005005579542524.html?spm=a2g0o.cart.0.0.573a38daEszjvj&mp=1> | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| Micro Linear Actuator, A Type 150mm, 150N | | 8 | 85.55 |
|  | |  |  |
|  | |  |  |
| Delivery/Service/Other Charges | |  | 13.44 |
| : [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: |  | 98.99 |

**Finance Information**

|  |  |  |
| --- | --- | --- |
| 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)

|  |
| --- |
| Only 2 actuators left on Robotshop’s website, so the order might be delayed |

* 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/)