**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: 11/2/2025 | 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: SwitchElectronics | | | |
| If purchased through the Web, please provide the link:  <https://www.switchelectronics.co.uk/products/xl4015-dc-dc-5a-adjustable-step-down-power-supply-module-4-38v?variant=45334949626165>  <https://www.switchelectronics.co.uk/products/l9110s-h-bridge-dual-dc-motor-driver-controller-module?variant=45334948151605>  <https://www.switchelectronics.co.uk/products/1-1a-ptc-resettable-fuse-30v-mf-r110-0-99?variant=45454307295541>  <https://www.switchelectronics.co.uk/products/3-way-single-row-pcb-socket-2-54mm?variant=45606357074229>  <https://www.switchelectronics.co.uk/products/10-way-3-81mm-pcb-terminal-block-green-10a-150v?variant=45967183085877>  <https://www.switchelectronics.co.uk/products/40-way-double-row-pcb-socket-2-54mm?variant=45606359925045>  <https://www.switchelectronics.co.uk/products/20-way-single-row-pcb-socket-2-54mm?variant=45606357303605> | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| XL4015 DC-DC 5A Adjustable Step Down Power Supply Module | | 5 | 15.35 |
| L9110S H-Bridge Dual Channel Motor Driver | | 8 | 10.64 |
| 1.1A PTC Resettable Fuse 30V | | 8 | 5.04 |
| 3-Way Single Row PCB Socket 2.54mm | | 16 | 3.52 |
| 10-Way 3.81mm PCB Terminal 10A 150V | | 12 | 12.96 |
| 40-Way Double Row PCB Socket 2.54mm | | 2 | 1.12 |
| 20-Way Single Row PCB Socker 2.54mm | | 5 | 2.58 |
| 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: |  | 50.78 |

**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/)