**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: 14/04/2025 | 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.0.0.2d7138daAxE7rB&mp=1&pdp_npi=5%40dis%21GBP%21GBP%2014.29%21GBP%207.43%21%21%21%21%21%40211b815c17422199123476520e9d00%2112000034768107233%21ct%21UK%212794098101%21%218%210>  <https://www.aliexpress.com/item/1005006111039906.html?spm=a2g0o.cart.0.0.2d7138daaOX7m9&mp=1&pdp_npi=5%40dis%21GBP%21GBP%2023.90%21GBP%2016.49%21%21%21%21%21%402103892f17422123457007096ea6e2%2112000035955181884%21ct%21UK%212794098101%21%212%210&pdp_ext_f=%7B%22cart2PdpParams%22%3A%7B%22pdpBusinessMode%22%3A%22retail%22%7D%7D>  <https://www.aliexpress.com/item/1005005643165013.html?spm=a2g0o.productlist.main.1.7100zrUNzrUNdJ&algo_pvid=49840392-b71d-4bdc-b800-4c660d9dd7eb&algo_exp_id=49840392-b71d-4bdc-b800-4c660d9dd7eb-0&pdp_ext_f=%7B%22order%22%3A%22294%22%2C%22eval%22%3A%221%22%7D&pdp_npi=4%40dis%21GBP%212.40%210.78%21%21%213.06%211.00%21%40211b65de17446399512237926e52b0%2112000033858408173%21sea%21UK%210%21ABX&curPageLogUid=m9zMbIZZdtnW&utparam-url=scene%3Asearch%7Cquery_from%3A>  <https://www.aliexpress.com/item/1005005499172228.html?spm=a2g0o.productlist.main.3.3a901ccffZ6Orm&algo_pvid=7bc6016d-f218-4821-809f-3826dc11c60d&algo_exp_id=7bc6016d-f218-4821-809f-3826dc11c60d-1&pdp_ext_f=%7B%22order%22%3A%2266%22%2C%22eval%22%3A%221%22%7D&pdp_npi=4%40dis%21GBP%216.59%216.59%21%21%218.38%218.38%21%40211b61a417446400470368319eb7a7%2112000033321745339%21sea%21UK%210%21ABX&curPageLogUid=KC8bDUtx27jc&utparam-url=scene%3Asearch%7Cquery_from%3A>  <https://www.aliexpress.com/item/1005007668446060.html?spm=a2g0o.cart.0.0.ab6a38dayEggyD&mp=1&pdp_npi=5%40dis%21GBP%21GBP%203.01%21GBP%203.01%21%21%21%21%21%402103835e17446413105873651ea67f%2112000041725798031%21ct%21UK%212794098101%21%211%210> | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| Micro Linear Actuator 12VDC, A Type 150mm, 150N 4mm/s | | 2 | £22.18 |
| Small Linear Actuator, 12V 75mm stroke, Load 70N | | 2 | £37.98 |
| VL53L1X ToF Sensor | | 2 | £4.80 |
| BNO055 9DOF Absolute Orientation Breakout Board | | 1 | £6.59 |
| Miniature Ball Bearing, 6x17x6mm (10 units) | | 1 | £3.01 |
| Delivery/Service/Other Charges | |  | £5.79 |
| : [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: |  | £80.35 |

**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)

|  |
| --- |
| Some items could not be found on supplier’s lists |

* 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/)