**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

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| --- | --- |
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**Requester Details**

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| --- | --- | --- |
| Date: 28/04/2025 | 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: Amazon | | | |
| If purchased through the Web, please provide the link:  <https://www.amazon.co.uk/DIYmall-Coreless-Continuous-Rotation-Helicopter/dp/B0DNM3Q1MQ/ref=sr_1_51?crid=2EZ6K8MEXAXVY&dib=eyJ2IjoiMSJ9.ce0vEDD1oh6V_MXGPFV3-NQXOA8eYkATrny8r1nClpk0wP747gzic_H9kqsdu046-X3kQDAlatifhyl6UkUpdL_7o_55YMRmtdjB7n5ZArqIcBZKLWr8xyHdXGHWVhI8xzQMf61G-4o-3txT-0HQ9I0lrr8R4swBY1hFNz8AiqseARJyhMv8lO2B3VZcVD3sEFrq-wWbfffXBi0vLOqkKBuhwpvBENOzT2P91exgSRUtbrXbgwMU5bp6cqPOEtpZcNZbLRvnjh83ywxzezdJ1CerirUqFg8OKfJ8x_u1uwU.FC0awUSS3G5gVqyWyX_K8wv_A0c8xGx_WLmx_sZiG4Y&dib_tag=se&keywords=Continuous+Rotation+Servo&qid=1745592442&sprefix=continuous+rotation+servo%2Caps%2C73&sr=8-51> | | | |
| Item Description: | | QTY | PRICE (incl VAT) |
| 40 kg Digital Servo High Voltage High Torque Metal Gear 360 Continuous Rotation | | 3 | £90.54 |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 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: |  | £90.54 |

**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)

|  |
| --- |
| Item 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/)