

University of Surrey

Supplier	Requester	Special instructions
Name: Amazon Business Address: Contact name: Phone: Fax: E-mail:	Name: Caleb Ram Phone: 07490956133 E-mail: cr00989@surrey.ac.uk Date: Monday 17th November 2025	eg non-standard delivery address, locations for equipment
	Currency for order if not sterling	GBP
	NB: High value orders For order value of £50,000 or more have you contacted Procurement and Contracts? Attach details. <input type="checkbox"/> Yes/ <input type="checkbox"/> No	

Catalogue number	Description	Equipment Y/N	COSHH Y/N see note*	Unit	Quantity	Unit cost inc discount exc VAT	Line cost	Cost code	Quantity received	Initial	Date received
https://www.amazon.co.uk/gp/product/B0CMZX0C					1	8.94	8.94				
https://www.amazon.co.uk/gp/product/B0FY1YJ5					1	2.43	2.43				
https://www.amazon.co.uk/gp/product/B08Q3N1I					1	7.49	7.49				
https://www.amazon.co.uk/gp/product/B07NZLLH					1	9.16	9.16				
https://www.amazon.co.uk/gp/product/B09657HC					1	6.10	6.10				
https://www.amazon.co.uk/gp/product/B09NF2NF					1	9.86	9.86				
https://www.amazon.co.uk/gp/product/B0FFLJKC					1	4.82	4.82				
https://www.amazon.co.uk/gp/product/B0932WK					1	7.47	7.47				
https://www.amazon.co.uk/gp/product/B0FJYKBG					1	16.99	16.99				
https://www.amazon.co.uk/gp/product/B09H32PI					1	3.16	3.16				
https://www.amazon.co.uk/gp/product/B0F4QHR					1	4.16	4.16				
https://www.amazon.co.uk/gp/product/B0CPHLY					1	3.57	3.57				
https://www.amazon.co.uk/gp/product/B0BKZLT2					1	2.74	2.74				
https://www.amazon.co.uk/gp/product/B0FHJ4NY					1	5.57	5.57				
https://www.amazon.co.uk/gp/product/B0978RL2					1	4.99	4.99				
https://www.amazon.co.uk/gp/product/B07CVYQ					1	4.16	4.16				
Carriage and packing											

Framework agreement (tick one for all orders)

Supplier used is a framework agreement supplier

This supplier has a significantly better price than framework agreement supplier

Framework agreement supplier could not meet delivery deadline

There is no framework agreement supplier for these goods/services

<input type="checkbox"/>	Sub total ex VAT	101.61
<input type="checkbox"/>	VAT if chargeable	20.32
<input type="checkbox"/>	Grand total inc VAT	121.93

Authorisation

Budget holder signature:

Date:

For orders over £5k attach three quotes or tick box below

Supplier used is a framework agreement supplier so quotes not required

Works, goods or services required only available from one source

For standardisation or compatibility it is necessary to purchase from a single source

Unavoidable urgency precluded competitive quotations or tenders being sought

<input type="checkbox"/>	COSHH: If any of the goods ordered are Substances Hazardous to Health then attach risk assessment form
<input type="checkbox"/>	
<input type="checkbox"/>	

Finance office use

OF Purchase requisition number

OF Purchase order number/
Purchasing card reference number