

University of Surrey

Supplier		Requester		Special instructions	
Name: Address:		Name:		eg non-standard delivery address, locations for equipment	
Contact name: Phone: Fax: E-mail:		Phone: E-mail: Date:		Please return to Laurence Drysdale and send a copy to L.Drysdale@surrey.ac.uk	
		Currency for order if not sterling		NB: High value orders For order value of £50,000 or more have you contacted Procurement and Contracts? Attach details.	
		GBP		<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
	please add in web link						0.00				
	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 checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sub total ex VAT	
VAT if chargeable	
Grand total inc VAT	

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 compatability it is necessary to purchase from a single source
 Unavoidable urgency precluded competitive quotations or tenders being sought

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*COSHH: If any of the goods ordered are Substances Hazardous to Health then attach risk assessment form

Finance office use	
OF Purchase requisition number	
OF Purchase order number/ Purchasing card reference number	