**PURCHASE ORDER REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| Request by |  | Requester email |  |
| Research group | TCM | Request date |  |
| Building | Mott | Room |  |
|  |  |  |  |

CODING

|  |  |
| --- | --- |
| Account name |  |
| Research grant/GL |  |
| Authorisation | [ ] Supporting docs attached |

SUPPLIER

|  |  |
| --- | --- |
| Company Name |  |
| Site/address |  |
| Email |  |
| Contact name |  |

SUPPORTING ITEMS (\*: give details in Notes box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *All* | Attached quote ref |  | | Marketplace [ ] | | None [ ]\* | |
| *All* | Hazardous chemical? | Yes [ ]\* | No [ x ] | Laser hazard? | Yes [ ]\* | | No [ x ] |
| *If ≥£1k* | Alternative quotes | Yes, attached [ ] | | Marketplace [ ] | | None [ ]\* | |
| *If ≥£5k* | Asset tracking number | [ ]Not required | | | | | |
| *If ≥£10k* | Contract ref |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Cat. No. | Quantity | Unit price | Line total |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
| Delivery charge | | | | 0 |
| Subtotal | | | | 0 |
| VAT rate | | | 20.00% | 0 |
| Currency | | GBP | TOTAL | 0 |

ITEMS

NOTES

|  |
| --- |
|  |

ORDERING

|  |  |  |  |
| --- | --- | --- | --- |
| Requisition no. |  | PO number |  |
| Sent by |  | Date |  |
| Goods received |  | Receipt number |  |