

PURCHASE ORDER FORM

Use this form to confirm your order for goods or services from a supplier

Date Submitted	Today's date	Club/Society SU Number	Society name & 'su' number
Club/Society Account Balance	Balance on Finance Web	What event does this relate to?	Event name/date

Supplier Name	Name of your supplier		
Address	Supplier's address		
Contact Email	Just in case there's a query!	Quote Reference	Supplier's reference
Contact Phone	Just in case there's a query!	Contact Fax	

All purchase orders are emailed to suppliers unless requested otherwise

Account Name	Name of the account you're withdrawing money from eg Admin Costs					
Account Coding	Account	NNNN	Cost Centre	ANN	Dept	ANN
Product Ref	Product Description		Quantity	Unit Cost	£ Price	
	Details of what you are ordering		How many	Cost / item	Qty x Cost	
	- Don't forget to attach your quote					
Delivery Address			TOTAL ORDER			
Where you want the goods to be delivered to Remember to include a name/contact number						

Requisitioner (Club/Society member making the request)

Name	Your name	Signature	
Position	Exec position	Email/Telephone	Just in case there's a query!

Club/Society Authorisation (President or Treasurer – must be different to the Requisitioner)

Name	President/Treasurer's name	Signature	
Position	President/Treasurer	Email/Telephone	Just in case there's a query!

WSU Authorisation

Sports/Socs Officer	Leave blank	Notes / Additional Info Leave blank
Sports/Socs Mgmt	Leave blank	
Finance Office	Leave blank	