

PURCHASE REQUEST

Please fill in prior to any purchase request over £100. It is advised to discuss the suitability of items requested with the Board or Workshop Lead prior to filling in this form.

Obtain quotes from at least 2 vendors if possible. Authorisation from 2 signatures is required prior to purchase.

	PO No
Date	
Request made by	Date required
Item for purchase	
Recommended vendor	
Website/tel no	
Purpose of request	replacement / new / grant funded
Description	quantity Unit cost Cost (inc VAT)
Delivery charge Authorisation	Total cost
SIGNATURE	SIGNATURE
PRINT	PRINT
DATE	DATE
Reason for rejection	Pass to Secretary or Treasurer on completion
OFFICIAL USE ONLY	. 335 to secretary of measurer on completion
Method of purchase	CHEQUE / CASH / DEBIT / BACS
date purchased	date received
Account code	ASSET / TOOLS & MACHINERY / CP MATERIALS / COST OF SALES / CONSUMABLES / REPAIR / OFFICE