**PURCHASE ORDER FORM**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Submitted** |  | **Club/Society**  **Name** |  |
| **Club/Society**  **Account Balance** |  | **What event does this relate to?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name** |  | | |
| **Address** |  | | |
| **Contact Email** |  | **Quote Reference** |  |
| **Contact Phone** |  | **Contact Fax** |  |

All purchase orders are emailed to suppliers unless requested otherwise

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Account Name** |  | | | | | |
| **Account Coding** | **Account** |  | **Cost Centre** |  | **Dept** |  |
| **Product Ref** | **Product Description** | | | **Quantity** | **Unit Cost** | **£ Price** |
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| **Delivery Address** | | | | **TOTAL ORDER** | |  |
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|  |  |  |
|  |  |  |

**Requisitioner** (Club/Society Member making the request)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Signature** |  |
| **Position** |  | **Email/Telephone** |  |

**WSU Authorisation**

|  |  |  |
| --- | --- | --- |
| **Sports/Socs Officer** |  | **Notes / Additional Info** |
| **Sports/Socs Mgmt** |  |
| **Finance Office** |  |

Please see our privacy notice for details on how this data will be used and stored. A copy of the privacy notice is displayed in the Finance Office.