

ENGINEERING PURCHASE ORDER REQUISITION

SUPPLIER: _____

Address: _____

Post Code: _____ **Tel No:** _____

Contact Name: _____ **Quote No:** _____

FAX No: _____

Admin Use Only:
Eng No: ES _____
SAP No: ES _____

UOW Tender Information	
Purchase Value	Action Req'd
£10000->£15000	Min. 2 written quotes
£15000->£25000	Min. 3 written quotes
£25000->£154000	Formal Tender
>£154000	EU Tender

Is this a University approved supplier? Yes / No

If no, please give reason for choice of supplier:

Reason for purchase/travel (please give brief description)

	Qty	Description	Tick if Equipment	Product Ref no:	Net Cost Per Item	Total Net Cost
1			<input type="checkbox"/>			
2			<input type="checkbox"/>			
3			<input type="checkbox"/>			
4			<input type="checkbox"/>			
5			<input type="checkbox"/>			
6			<input type="checkbox"/>			
7			<input type="checkbox"/>			
8			<input type="checkbox"/>			
9			<input type="checkbox"/>			
10			<input type="checkbox"/>			

Does this purchase require a COSSH Assessment No.? Yes / No

If yes, 1) COSSH Assessment No:
2) Please attach relevant COSSH Assessment form.

Net Cost	
Discount	
Carriage	
Sub Total	
V.A.T	
Total Cost	

PLEASE CONSIGN ORDER F.A.O:

AUTHORISATION

Code to be Charged	%		Signature	Initials	Date
		Requested By:			
		Authorised By:			
		Released By (Admin):			