

Payment to an individual for goods supplied

PR7

Estimated annual spend with vendor _____

Please select the quotation/tender procedure completed in support of this request, as per FR1

- | | |
|--|---|
| <input type="checkbox"/> Up to £10,000 - 1 written quotation received | <input type="checkbox"/> £25,000 - EU Tender Threshold - University Formal Tender |
| <input type="checkbox"/> £10,000-£14,999 - 2 written quotations received | <input type="checkbox"/> EU Tender Threshold and above - EU Tender |
| <input type="checkbox"/> £15,000-£24,999 - 3 written quotations received | <input type="checkbox"/> Fully authorised single tender procedure |

Payment of an invoice for goods supplied by an individual				
Name of individual:				
Date received (Payroll Office use only)		Vendor Number		Voucher Number
Coding Details:		Gross Invoice Total →		
General Ledger Code (6 digits - mandatory)	Enter cost centre (8 characters) or Internal order (varied length) on first line OR Project Code (max 12 characters) on second line		VAT Code	Line Item Text
	Cost Centre/Internal Order		↓	
OR Project Code >>>				
	Cost Centre/Internal Order			
OR Project Code >>>				
	Cost Centre/Internal Order			
OR Project Code >>>				
Spending Department			Payroll Office	
Prepared by:		Authorised by (and date):		Checked: Approved:

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