

Payment to an individual in respect of 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	
Please send the completed PR7 form plus invoice as a combined PDF document to Payroll@warwick.ac.uk To prevent duplicate payments please DO NOT copy in any other email addresses						
Payment of an invoice for goods supplied by an individual: Authorisation and coding slip						
Name of individual: _____						
Invoice Date (dd/mm/yy)			Vendor Number		Invoice Number	
Coding Details:		Gross Invoice Total		Amount		Line Item Text
GL Code (6 digits)	Cost Centre/Internal Order/Project code	VAT Code				
		V 7				
		V 7				
		V 7				
Spending Department						
Prepared by:			Authorised by:		Date:	
Payroll Office						
Approved:			SAP Document Number:		Date:	