

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	
GL Code (6 digits)	Cost Centre/Internal Order/Project code	VAT Code	Amount
		V 7	
		V 1	
		V	
Spending Department			
Prepared by:		Authorised by:	
Date:			
Payroll Office			
Approved:		SAP Document Number:	
Date:			