**PURCHASING CARD ORDER REQUEST**

1. Please complete this form and email to [phas-accountsadmin@glasgow.ac.uk](mailto:phas-accountsadmin@glasgow.ac.uk)
2. Orders over £1k must include written quote. Other quotes/supporting documents to assist in ordering welcome.
3. Budget Holder approval required for all order over £1k.

By Submitting this form, I confirm that the budget

Holder has approved this request.

1. Transactions Hub will place the order and send ‘PCD’ reference for the purchase.
2. Any issues or questions, please contact [phas-accountsadmin@glasgow.ac.uk](mailto:phas-accountsadmin@glasgow.ac.uk)

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| --- | --- | --- | --- |
| Form completed by: |  | | |
| Your Reference: *(optional reference number for your own use)* |  | | |
| End User: |  | | |
| Sub-Project: |  | | |
| Delivery Address:  *(If different from P&A Stores)* |  | | |
| Supplier: *(please check supplier is not on Agresso)* |  | | |
| I have confirmed with the supplier they will  accept payment by credit card *(order will not be raised without this)* | | |  |
| Items to be ordered *(in any format that makes item, quantity and price clear):* | | | |
| Order Total excluding VAT |  | VAT Code: |  |