**PURCHASING CARD ORDER REQUEST**

1. Please complete this form and email to 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

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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: |  |