**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. Financial Transactions Hub will raise requisition on Agresso.
4. Following budget holder approval on Agresso, Transactions Hub will place the order with the supplier.
5. 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 to be used:  |  |
| 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 which makes item, quantity and price clear):* |
| Order Total excluding VAT |  |