### DEPARTMENT OF MATERIALS REQUISITION FORM

**SUPPLIER**

**ADDRESS**

**POSTCODE**

**COUNTRY**

**Req number**

**PO number**

**Authorised**

**Input by**

**Checked/sent**

---

### Qty | Supplier ref or cat no. | Description (If Equipment please complete location & installation details below) | Unit cost | Total
---|---|---|---|---
1 | | | | 
2 | | | | 
3 | | | | 
4 | | | | 
5 | | | | 
6 | | | | 
7 | | | | 
8 | | | | 
9 | | | | 
10 | | | | 
11 | | | | 
12 | | | | 

**DELIVER TO** (check one box)

- Hume-Rothery
- Begbroke
- No delivery

**Sub-total**

**IMPORTANT PRICING INFORMATION**

- VAT @20%

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<thead>
<tr>
<th>Unit</th>
<th>Total</th>
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Have you confirmed up-to-date cost of the items and the delivery charge? **Y / N** (delete as appropriate)

### IMPORTANT PRICING INFORMATION

University policy requires at least two quotations for individual items costing > £1,000. See departmental website for further information.

Indicate the cost centre number (not description) in the Source of funds box. Requisitions without a number will be returned.

### Source of funds

- **Location**
- **Room No**
- **Building**

Will additional installation costs be involved? **Y / N**

If Yes provide details

### Special instructions

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**Originator Signature**

**Date**

**Originator email address**

**Authorisation**

**Date**

**Originator phone number**

### STD, INTERNAL OR OX LTD?

### EIC CODE (NON-INVENTORY ITEMS ONLY)

### GENERAL LEDGER

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<thead>
<tr>
<th>NET AMOUNT</th>
<th>VAT AMOUNT</th>
<th>CODE</th>
<th>COST CENTRE</th>
<th>NATURAL CODE</th>
<th>ACT</th>
<th>SOURCE OF FUNDS</th>
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### PROJECTS

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<th>AWARD</th>
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