# The University of Manchester

## Purchase Requisition

**INTERNAL USE ONLY**

**THIS DOCUMENT IS NOT AN ORDER**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>Oracle Document no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>office use only</td>
</tr>
</tbody>
</table>

**SCHOOL/ PURCHASING UNIT:**

**SUPPLIER NAME AND ADDRESS**

**DELIVERY DETAILS**

**DELIVER TO:**

**REQUESTOR NAME:**

**REQUESTOR SIGNATURE:**

**TEL No:**

**EMAIL:**

**REQUIRED DELIVERY DATE:**

## Description of Goods or Services

<table>
<thead>
<tr>
<th>Description of Goods or Services: (Including Category Code)</th>
<th>Unit of Measure</th>
<th>Order Qty</th>
<th>Unit Price</th>
<th>Tax Code</th>
<th>Total (Net of VAT)</th>
</tr>
</thead>
</table>

**Please tick if the code below belong to the University Conferences Company?**

**Please tick if Insurance is required**

**GENERAL LEDGER FINANCE CODE:**

**OR**

**PROJECT CODE**

*Please detail activity or project codes in the description if there are more than one per requisition*

**AUTHORISATION 1**

**SIGN**

**PRINT NAME**

**DATE**

**TEL No:**

**AUTHORISATION 2**

**SIGN**

**PRINT NAME**

**DATE**

**TEL No:**

Authorisation 1 is the requisition approver

Authorisation 2 is the high value approver (>£5,000)

Please provide details of 3 quotes on RFQ form if applicable (>£2,000)