|  |
| --- |
| **Club and Society Purchase Order Request Form**  Purchase Order (PO) Request forms are used when a Society wants to place an order and pay the supplier directly from the Society account. A single PO Request may be used for multiple items providing they are coming from the same provider. Different providers will require an additional request form.  PO Requests should always be raised in advance of the purchase being made. The allocated PO number should be provided to your supplier to include on their invoice, the Clubs Team will provide you this number once it has been allocated. Invoices should then be sent to the Clubs inbox. Remember, payments to external suppliers will not be processed without an invoice. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Club/Society details:** | | | |
| Club/Society Name: |  | Nominal Code: |  |
| Name of Committee raising the request: |  | Committee Position: |  |

|  |  |
| --- | --- |
| **Supplier Details** | |
| Contact name: |  |
| Contact number: |  |
| Address:  *In full including the post code* |  |
| Have you worked with this supplier before? | *If you have not worked with this supplier before, please provide their accounts information.* |

|  |  |
| --- | --- |
| **Delivery Details *if applicable*** | |
| Contact name *if applicable*: |  |
| Address:  *In full including the post code* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order details** | | | | | |
| Quantity | Item Description | Price per item | Net Price | VAT | Gross Price |
| *E.g. 10* | *Society hoodies – 5x Small, 3x Medium, 2x Large* | *£35.00* | *£350.00* | *0.00* | *£350.00* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Totals:** | |  |  |  |  |

|  |  |
| --- | --- |
| **SUBU Staff use only:**  To confirm the account has the required funds to process the PO Request | |
| Staff signature: |  |

|  |  |
| --- | --- |
| **SUBU Accounts use only:** | |
| Purchase Order Number: |  |
| Input Date: |  |
| Invoice Recd: |  |