|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PURCHASING SCHOOL/ SERVICE** **ORG UNIT CODE** |  |  | **NEWCASTLE UNIVERSITY****INTERNAL PURCHASING REQUISITION*****All fields in Bold must be completed*** | **SELLING SCHOOL/ SERVICE** **ORG UNIT CODE** |  |  |
|  |  | **EXTN.** |  |  |  |  |
| **SCHOOL CONTACT** |  |  |  |  | **ACCOUNT TO CREDIT**  | C9215D4010 |  |
|  |  | **DATE** |  |  |  |  |  |
| **OWN REF NUMBER** |  |  |  | **COST ELEMENT** | **1500\_\_\_** |  |
|  |  |  |  |  | **SAP DOCUMENT No**. |  |  |
|  |  |  |  |  |  |  |  |
| **REQUESTED BY (NAME)** | [Delete this and enter your name] | **EXTN.** | [Your Extn no.] |  | **DATE** |  |  |
|  |  |  |  |  |  |  |  |
| **ORDERING SCHOOL/ SERVICE LOCATION** | [Delete this and enter your school/Dept] |  | **ENTERED BY** |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/ SERVICE CONTACT FOR FINANCIAL QUERIES & EXTN** |  |  | **PRICE CHANGE Y/N****IF Y AGREED WITH**  |  |
|  |  |  |  |  |
|  |  |  | Date Goods/Services Required  | / / |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Purchasing School/Service Order Reference** | **Description of Material/Service Required** (Please provide as complete a description as possible) | **Order Unit** | **Quantity** | **Agreed Price** | **Total Amount** | **Account to be Charged** | **Cost Element****Default from Sales Entry** |
|  | **Samsung Galaxy A12****[Enter name of person using handset/dongle]**International Roaming Required [**Yes/No]**All Inclusive Voice Monthly1GB Data Bundle Monhtly | EachEachEach | 111 | £139.00£1.50£4.00 |  | [Enter Cost centre for ongoing charges][Enter Cost centre for equipment purchase] |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Authorised by:**(Account Holder) |  |  | **Print Name:** (Account Holder) |  |  | **Date:** | */ /* |
| ***Authorised by:****(Head of Service)* |  |  | ***Print Name:*** (Head of Service) |  |  | Date: | */ /* |

**Guidance Notes on completing this form**

In **[these fields]**, delete the current text and enter the information requested:

E.G. Change [**Enter name of person using handset/dongle**] to “Joe Bloggs”

 Change [**Enter required handset or dongle type**] and indicate your handset choice

 Change [**Enter Line Manager’s name**] to “John Johnson” <- the name of the person who needs to get a copy of the bill

Insurance Required Yes/No, circle or delete as appropriate to indicate your requirement.

“Care” = Insurance, costs £1.50 in addition to rental charge (costs can be found on our web pages)

Higher value handsets will automatically have “Care” added.

International Roaming Required Yes/No, circle or delete as appropriate to indicate your requirement. If you indicate yes, the International call bar is lifted allowing you to make international calls from your handset.

Note: International Roaming is the ability to use the handset outside the UK.

If your user needs to use the phone outside the UK circle YES, else circle No.

Copy bill to: Provide the name of the person to whom we should sent a copy of the monthly bill.

Note: It is this person whom is responsible for keeping copies of the bills, and you should approach them for copies

Price Plan 5 with 500MB data bundle – This line advises you that the phone will be connected on Price Plan 5 and a 500MB data bundle will be added. Charges are found on the telecoms web pages.