|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PURCHASING SCHOOL/ SERVICE**  **ORG UNIT CODE** | |  | | | |  | **NEWCASTLE UNIVERSITY**      **INTERNAL PURCHASING REQUISITION**  ***All fields in Bold must be completed*** | **SELLING SCHOOL/ SERVICE**  **ORG UNIT CODE** | NUIT Telecoms |  |
|  |  | **EXTN.** |  | | | |  |  |  |
| **SCHOOL CONTACT** |  |  |  |  | | | **ACCOUNT TO CREDIT** | C9215D4010 |  |
|  |  | **DATE** |  |  | | |  |  |  |
| **OWN REF NUMBER** |  |  |  | | | **COST ELEMENT** | **1500\_\_\_** |  |
|  |  |  |  |  | | | **SAP DOCUMENT No**. |  |  |
|  |  |  |  |  | | |  |  |  |
| **REQUESTED BY (NAME)** | Enter Your Name | **EXTN.** | Enter Your Extn No. |  | | | **DATE** |  |  |
|  |  |  |  |  | | |  |  |  |
| **ORDERING SCHOOL/ SERVICE LOCATION** | Enter your OU code | | |  | | | **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** |
|  | Change Handset –  ENTER USERS NAME  International Roaming required Yes/No  All inc voice  1GB Data | EACH | 1  1  1 | £xx.00  £1.50  £4.00 | £xx.00  £1.50  £4.00 | [Enter Cost centre] |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 [Mobile Users name] to “Joe Bloggs”

Change [Existing mobile number] to “07979 797979”

Change [Enter required handset type] and indicate your handset choice

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

“Care” = Insurance, costs £3.00 in addition to rental charge (costs can be found on our web pages)

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.

Standard Core Price Plan with 500MB data bundle – If you have had your mobile number for more than 24 months, you have the option to change your price plan to the newer (and cheaper) tariff. In this case, you will automatically be connected to the newer price plan, unless you stipulate otherwise by deleting this line from your order.