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| **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** |  |  |
|  |  | **DATE** |  |  | | |  |  |  |
| **OWN REF NUMBER** |  |  |  | | | **COST ELEMENT** | **1500\_\_\_** |  |
|  |  |  |  |  | | | **SAP DOCUMENT No**. |  |  |
|  |  |  |  |  | | |  |  |  |
| **REQUESTED BY (NAME)** |  | **EXTN.** |  |  | | | **DATE** |  |  |
|  |  |  |  |  | | |  |  |  |
| **ORDERING SCHOOL/ SERVICE LOCATION** |  | | |  | | | **ENTERED BY** |  |  |
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| **SCHOOL/ SERVICE CONTACT FOR FINANCIAL QUERIES & EXTN** |  |  | **PRICE CHANGE Y/N**  **IF Y AGREED WITH** |  |
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|  |  |  | Date Goods/Services Required | / / |
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| **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** |
|  | **Provide new extension number**   1. Analogue or Digital   **(Select Analogue line or Digital Line;**  <http://www.ncl.ac.uk/itservice/phones/handsettypes/>**)**   1. Name of user or How to list the number in directory:   **(Provide name of person who will use line or how to list in the directory, e.g. “Conference Room 1.20”)**   1. Required Class of service:   (<http://www.ncl.ac.uk/itservice/phones/classesofservice/>)   1. Building name:   ***(e.g. Dental School)***   1. Outlet number to which to provide the line:   ***(EQ or PR number and outlet number can be found on a label on the outlet)***   1. The room number in which the telephone will be installed:   **(e.g. Claremont Bridge room 3.07)**  Below, please add details of any handsets you require:  **(e.g. Provide Analogue Handset or Fit digital handset)** | Each  Each |  | £140 per new extension number.  (£28 analogue)  (£85.00 ex vat Digital) | £  £ |  |  |

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| **Authorised by:**  (Account Holder) |  |  | **Print Name:**  (Account Holder) |  |  | **Date:** | */ /* |
| ***Authorised by:***  ***(HOS)*** |  |  | ***Print Name:***  ***(HOS)*** |  |  | Date: | */ /* |