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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**  |  |
|  |  |  |  |  |
|  |  |  | 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)** | EachEach |  | £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: | */ /* |