Prifysgol Abertawe
Swansea University

Coleg Gwyddoniaeth
College of Science

ORDER REQUEST FORM

Order Number	

Completed by Finance Team

Please e-mail this form to : cosorders@swansea.ac.uk

Complete all details as fully as possible. Accurate pricing will assist the processing of orders.

ORIGINATOR DETAILS			
Requested by		Date	
E-mail		Extn No	

ACCOUNT DETAILS			
Budget Holder Name		Extn No.	
Budget Holder Signature *		Account Code	

* The Budget Holder must sign this form (or send it via e-mail) if the Originator is not listed as a Budget Signatory for the Account Code quoted.

Please indicate preferred method for placing order : **Post / Fax / Phone / E-mail / Other**

SUPPLIER DETAILS	
Name	
Address	
Email/Telephone/Fax	

ORDER ITEM SUMMARY				
No	Item Description	Catalogue Ref	Unit Rate	Price £
			Delivery Cost	
			VAT	
			Total Order Value	

PLEASE ATTACH FULL ITEM DETAILS (e.g. PRODUCT SPECIFICATION SHEETS, PDF WEB PAGES ETC) TO THIS ORDER TO IDENTIFY ALL COMPONENTS REQUIRED

Finance Team Use Only

		Date			Date
Authorised By			Receipted By		