

# PURCHASING CARD ORDER REQUEST

1. Please complete this form and email to [phas-accountsadmin@glasgow.ac.uk](mailto:phas-accountsadmin@glasgow.ac.uk)
2. Orders over £1k must include written quote. Other quotes/supporting documents to assist in ordering welcome.
3. Budget Holder approval required for all order over £1k.  
 By Submitting this form, I confirm that the budget Holder has approved this request.
4. Transactions Hub will place the order and send 'PCD' reference for the purchase.
5. Any issues or questions, please contact [phas-accountsadmin@glasgow.ac.uk](mailto:phas-accountsadmin@glasgow.ac.uk)

Form completed by:	
Your Reference: <i>(optional reference number for your own use)</i>	
End User:	
Sub-Project:	
Delivery Address: <i>(If different from P&amp;A Stores)</i>	
Supplier: <i>(please check supplier is not on Agresso)</i>	
I have confirmed with the supplier they will accept payment by credit card <i>(order will not be raised without this)</i>	
Items to be ordered <i>(in any format that makes item, quantity and price clear):</i>	
Order Total excluding VAT	VAT Code: