

Purchase Order Request - Notes on Completion

The Purchase Order Request Form has been introduced to facilitate: (1) improved recording and safe use of Controlled Items being brought into the building; and (2) improved accuracy in the posting of purchases to accounts to reduce the need for subsequent journal transfers.

The new form should be self-explanatory, but a few points to note are;

- **Quantity:** Note when completing the quantity how the supplier defines their quantity. For example if you require 10 off something and the supplier sells in boxes of 10 check very carefully if you should order 10 off or 1 box.
- **Controlled Item:** You are now required to declare if the item is controlled for health and safety reasons. Development of School policy on Bio-Hazards is on-going. For other hazards there are already guidelines and procedures noted in the Safety Section of the School web pages. Note for Ionising and COSHH controlled items there are risk assessment procedures that must be followed before ordering. It is **not** necessary for a copy of the risk assessment to be submitted with the order request – a copy (which should exist in your lab anyway) need only be shown to the Storeman. For Laser devices, these will not be released from Stores until appropriate laser registration procedures have been completed.
- **Detail Code:** It is not always possible for the Accounts Office to identify the correct Detail Code for an Item from the description you provide alone. You should assist by selecting the Detail Code description that best suits the item you are purchasing.
- **Delivery:** The cost of delivery should now be shown explicitly. If this cost is unknown, leave the box blank. If known or free enter the amount or 0.00 as appropriate.
- **Currency:** Select the appropriate currency from the drop down list or if not listed type in the box.
- **VAT Exemption:** Vat exemption is generally only appropriate to medical research that is funded by charity – check with Research Grants Finance Office if you think it might apply.
- **Special Instructions & Address:** We are aware of the problem that if you go beyond 4 and 5 lines in these boxes respectively, the box turns into a scroll box and cannot be printed in whole. Please restrict input to the number of lines which can be seen.

Only 1 copy of the Order Request Form need now be submitted to Stores.