# RBS Purchase Cards Requisition Form

This form must be used when an officer requests that a purchase cardholder undertakes a transaction using their purchase card. This form must be emailed to the cardholder by the authorising officer - this effectively gives the cardholder permission to purchase the goods, services or works.

**Part 1**

|  |  |
| --- | --- |
| Your Name |  |
| Your Post |  |
| Your Service | Education, Skills and Community Wellbeing |
| Your e-mail address |  |
| Telephone Number/extension |  |
| Date |  |

**Part 2**

|  |  |
| --- | --- |
| Please provide a description of goods/services/works to be purchased | Purchase of Apps for education iPads from the Apple App Store |
| Supplier (if known) | Apple App Store |
| Quantity (if appropriate) | - |
| Value excluding VAT | £ |
| VAT (if applicable) |  |
| Total value including VAT | £ |

**Part 3**

|  |  |
| --- | --- |
| Delivery Address/school name: |  |

**Part 4**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Special instructions:

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| --- | --- | --- | --- |
| Link to App on App Store | Number required | Cost per App | Devices Name/ serial number for upload |
|  |  | £ |  |
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**Part 5**

The following table defines what ledger code/s you will use to purchase the goods, services or works:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ledger Code/s** | **Quantity** | **Estimated cost (excluding VAT)** | **Estimated VAT** | **Estimated cost (including VAT)** |
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| **Grand Total** |  |  |  |  |

**Part 6**

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| --- |
| All requests must be authorised. By emailing this form, you are certifying that all information is correct, and that the goods/services/works can be purchased.In addition, please be aware of your requirement to comply with Procurement Standing Orders etc when authorising the ordering goods or services using purchase cards. This responsibility is laid out in the Purchase Card Policy, with the key points set out below:Every purchase made with the Card must be done so in accordance with the Council’s Procurement Standing Orders.  Prior to placing an order or request for goods, services or works, the officer must check if there is an existing contract in place to meet their requirements.  Where the Council has a contract in place, this must be used, however the payment method may still be the Purchase Card.  Where there is not an existing contract in place, this should be procured based on the Council’s aggregated spend on similar goods, services or works over a four year period.  The payment route may still be Purchase Card.  Further details of the requirements to ensure the purchase is procured compliantly can be found on the Procurement SharePoint page: [Procurement - Home (sharepoint.com)](https://dgcouncil.sharepoint.com/sites/procurement/SitePages/Home.aspx). |
| Authorised by |  |
| Post |  |
| Date |  |