The credit card must only be used for the purchase of goods/services whichcannot be obtained through Oracle R12. To comply with University purchasing regulations, departmental credit cards must be solely used for business purposes.

**PLEASE COMPLETE ALL SECTIONS**

|  |  |
| --- | --- |
| **Requestor** |   |
|  |  |  |  |  |
| **Supplier** *Include a completed Supplier Suitability Checklist* |  | [*Complete a Supplier Suitability Checklist*](https://sharepoint.nexus.ox.ac.uk/sites/uasmosaic/finance/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/uasmosaic/finance/Documents/191205%20Supplier%20Suitability%20Checklist%20v4.0.doc&action=default) |
|  |  |  |  |  |
| **Reason** *Why the purchase cannot be made via Oracle R12* |  | *Consult UPD for suitable suppliers in Oracle R12* |
|  |  |  |  |  |
| **Description***Brief description and purpose.* *For ONLINE purchases, also include a link to the webpage.* |  |
|  |  |  |  |  |
| **Delivery Address***For GOODS: Include a delivery address and a contact number.* |  |
|  |  |  |  |  |
| **Amount and currency** |   | GBP |  |  |
|  |  |  |  |  |
| ***Cost Centre*** |   |  | ***Project Number*** |   |
| ***Natural Account*** |   |  *OR* | ***Task Number*** |   |
| ***Activity*** |   |  | ***Expenditure Type*** |   |
| ***Source of Funds*** |  |  |  |  |
|  |  |  |  |  |
| **Date** |   |  |  |
|  |  |  |  |  |
| **Supervisor Approval**Print name and signature |   |  |
|  |  |  |  |  |
| **Unit Approval**Finance Manager |   |  |

|  |  |  |
| --- | --- | --- |
| **HR Approval**Required for vacancy adverts, visas, other benefits, etc. |   |  |

***For Finance Team use only***

***Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stores informed of delivery: Yes/ No***

***Confirmation of Amount (including currency): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation/ Receipts attached: Yes/No***