How to complete a Purchase Order

This is the Purchase Order form

When you complete one in the purchase order book its copied onto three sheets.

The white is sent to the company to order your items

The yellow is sent to our finance department when we receive the invoice from the company to process the payment

The red remains in the purchase order book for reference

So what do you need to fill in?

The company address goes here

Full details of what you want to order goes here

Two committee signatories need to go here

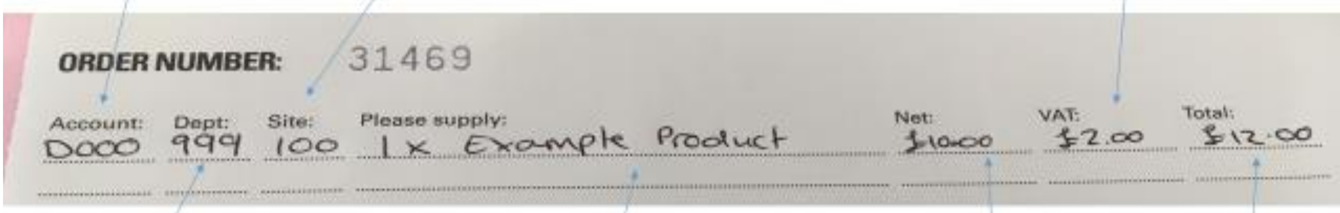
Opportunities staff sign here

It's all in the detail…

This is your society account number. It's D - - - Ask us if you don't know what it is.

This number is always 100

How much is the VAT?



This is either your private or budget account. Private account (**999**) is where things like your membership fees go, budget account (**240**) is where grant money you've received off us will go.

This is exactly what you want to order. Please give as much detail as possible including number of products, cost per item and sizes if applicable. This gets sent to the company so they need to know what it is you want from them. If delivery is extra you need to note this as '1 x delivery'

How much is the cost of the products you're ordering?

How much is Net + VAT?

Every society has at least 2 signatories, ideally 3.

Here is where you need 2 of your signatories to sign the Purchase Order to confirm they're happy with the money going out of the society account.

Online Purchase Orders

If you're unable to make it into the office to complete a Purchase Order we are now accepting email completions, please see below.

If you're providing details for a Purchase Order to be written

We need the full details of what it is you're paying for as detailed above. We'll then write the Purchase Order for you and scan it to you to authorise (see below).

If you're authorising a Purchase Order

To authorise a Purchase Order virtually we need two of your society signatories to email authorising the specific amount to the specific supplier. Ideally they'll reference the PO number. For example;

I Sophie, Treasurer of Example Society, authorise the payment of £100 (PO 31469) from the Example Society account (D000 999) to be paid to Example Supplier for the purchase of Example Item.

Email authorisation needs to come from a committee members student or personal email, it can't be sent from a shared society email.

Don't forget, any questions get in touch!

Email:
s.u.societies@mmu.ac.uk

Phone:
Manchester: 0161 247 6523

In Person:
Monday – Thursday 09:30 – 16:30
Friday 09:30 – 16:00