

Orange Forms

Filling in an orange form is a way of processing an outgoing payment by credit card, Amazon account or can be used to issue a purchase order number to a supplier. Orange forms can only be authorised by a student group chair or treasurer. They must then be countersigned, for more information on this refer to the Processing Forms page. If you are unsure when to use an orange form, follow the diagram on the Outgoing Payments page or contact your exec treasurer.

University of Bath Students' Union		Purchase Order Request Form	
Club / Dept	Snowsports	Name of Supplier	Bath Coaches
Cost Centre	RRE	Supplier address / web address	Coach Company Bath BA1 XXX
Department	SNO		
Expense Type	53221		
Description of goods or service and estimated cost	Purchase order required for transport for 10 members to BUISC competition Quote from Supplier attached for £500		
Authorisation		Club / Society Representative	Students Union Representative
Name	Joe Bloggs		
User Name / Mobile	JB123/07777 777777		
Position	Chair		
Signature	J. Bloggs		
Date	5/9/2015		

Finance Codes
See pages on Cost/Dep codes & Expense Type

Description
Details of expense must be included with an attached quote or a request for a PO from the supplier. Remember using the credit card should be your last option.

Supplier
Details of the supplier you need a PO for or need to make a credit card payment too.

Authorisation