PURCHASE REQUEST FORM

Dudley Kingswinford RFC

OFFICE ID:

Submitted By:

NAME: Date:

ID: e.g. Team Phone:

Email:

Supplier:

Name: Maple Workwear

Address:

Post Code:

Emai;:

DK Department:

Date Needed:

Reason for Purchase:

Item Code	Description	Number	Unit Cost	Sub Total	VAT	Total
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
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				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
				£ -		£ -
					Sub Total:	
					VAT:	
					Total:	

Once you have put in **Number** and **Unit Cost** the **Sub Total** and **Total** will appear. Add the **VAT** and the **Total** will recalculate adding the VAT

Unit Cost should be exclusive of **VAT**. **VAT** should be added as a separate amount in the **VAT** Column. **If you only have a Unit Cost that is Inclusive of VAT or are unsure about the VAT then enter the FULL amount (including VAT) into the Unit Cost Column leaving the VAT blank but PLEASE MAKE THIS CLEAR TO THE OFFICE BY WRITING INTO THE DESCRIPTION THAT THE UNIT COST INCLUDES THE VAT**

OFFICE USE ONLY:

Purchase Issued on Date: Invoice Received:

Invoice Posted on Date: Invoice Paid on Date:

In order to **PRINT** - Highlight the area you want to print then click print, make sure **PRINT SELECTION** is selected and **PRINT ALL COLUMNS ON ONE PAGE** under scaling

Approved:

Director: Date:

Director: Date: