

## User guide - filling a requisition form:

Please find below the details of the information that needs to be completed on the requisition form:

Order Request Form					
Please type details and email to: school.finance1@reading.ac.uk   Students please ensure your supervisor is copied in			School Finance/Exec Support use ONLY Order no. .... Req no. .... P2P Authoriser: .....		
Requested by Student no. School/Dept Email Telephone Special storage request		Supplier information Name / Supp ID Address Postcode Telephone Email			
Delivery to:		4			
SAFETY INFORMATION/COSHH etc - THIS PART MUST BE COMPLETED FOR ALL ORDERS					
This request <b>DOES</b> contain radioactive materials					Initial Boxes 5
This request <b>DOES</b> contain genetically modified materials					6
This request <b>DOES</b> contain individual lab equipment exceeding £10,000					7
Disposal declaration: ALL items will be disposed of legally in accordance with school disposal procedures					8
DECLARATION: All items on this order are VAT Zero rated or, Zero Rated Medical					Yes Yes 9
Authorised by(Name) Date		10 Signature			
Reason for purchase/other info/building name (e.g flight details, conference name, quote no. etc.) <i>*Mandatory for Authorisation Purposes*</i>					
11					
Item	Description Including Product Code	Project Code	No. of Units	Unit Cost £ (Excl. VAT)	Total Cost
1	12	13	14	15	16
2					0.00
3					0.00
Total For Page 1			0		0.00

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version: 2.1 January 2018

1. Please fill in your **complete details** in this section. A drop down list will appear to let you choose your department:

Requested by Student no. School/Dept Email Telephone Special storage request Delivery to:	Chemistry Food Pharmacy Biological Sciences <b>Agriculture</b> Maths Computer Science SA Psychology & CLS
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Selection of department will change the email address on the top left corner where the requisition needs to be sent to be processed:

Please type details and email to:  
school.finance1@reading.ac.uk | Students please ensure  
your supervisor is copied in

2. Please ensure that complete **details of the supplier** are entered here to enable the finance team to issue the purchase order to the correct supplier.
3. Any **special storage requests** can be entered here for example if the item needs to be stored at a specific temperature.
4. A drop down list will appear giving a list of all the **locations** where the requested items can be delivered to. Please contact your finance office if you are unsure about the delivery location:

Delivery to:	
	Chemistry Stores
	School of Agriculture
	International Cocoa Quarantine Centre
	Harborne Green House
This	Crops Research Unit - Sonning
	Shinfield Field Unit
	Harry Pitt Building

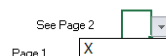
5. Please write your initials if the request contains any **radioactive materials**.
6. Please write your initials if the request contains any **genetically modified materials**.
7. Please write your initials if the request contains any individual lab equipment with a value in excess of £10,000. A **Single Action Waiver (SAW)** form will be required if the total value of the order is above £10,000 and there is no tendered University contract in place with the supplier. Further information in this regard can be obtained by emailing [procurement@reading.ac.uk](mailto:procurement@reading.ac.uk)
8. Please write your initials to declare that all the items will be **disposed off legally** in accordance with school disposal procedures.
9. Please select 'X' from the drop down menu to indicate that the order is **VAT Zero Rated or Zero Rated Medical**.

All items on this order are VAT Zero rated or, Zero Rated Medical	Yes	
	X	
All items on this order are VAT Zero rated or, Zero Rated Medical	Yes	
	Yes	
	X	

Further guidance on VAT can be found on page 59 of the University of Reading's VAT manual which can be accessed using the following link:

<https://www.reading.ac.uk/web/files/finance/AtoZVATGuidance15.pdf>

10. The form should be **authorized by the Principal Investigator (PI)** of the Project Code used in the requisition form with digital signature. Finance office do not accept hard copies of the requisition forms.
11. Any **relevant information** regarding the requisition should be entered here. Details of such information includes your **building name**, flight details if travelling, conference details for attending the conference, quote number provided by the supplier etc. Please also attach relevant documents like quotations or flight plan in the requisition email. This information is **mandatory for authorization purposes**.
12. Complete **details of the product** should be provided including the product code or reference number. This is to enable the supplier to supply the correct product. Please write down any **delivery charges** if applicable to the order. Providing correct and complete information is the **responsibility of the end user** and any missing information may result in delay of the order being fulfilled.
13. The correct **project code** from where the money needs to come out for the purchase of items should be used. No requisitions can be processed if project code is missing from the form.
14. The **number of units** requested should be clearly mentioned. If the product comes in packs of multiple items, please ensure the correct unit is used to avoid any confusion from the supplier.
15. The default **currency is £** on the requisition form however that can be changed to **\$** or **€** from the dropdown menu. Unit price of a single unit of item exclusive of VAT should be stated. This value should be after deducting any discounts offered by the supplier.
16. The **total cost** figure is calculated by multiplying the number of units to the unit cost exclusive of VAT. The **total for page 1** and the **grand total** for both the pages is also shown at the end of the pages.
17. Please select the 'X' from the drop down list if the **second page** of the requisition form is used:



The image shows a small screenshot of a web form. It features a dropdown menu with two options: 'See Page 2' and 'Page 1'. The 'Page 1' option is currently selected, and a small 'X' is visible next to it, indicating it is the active choice.

18. Please ensure that the **latest version** of the requisition form is being used while requesting orders and contact your **Finance Office** if you have any further queries.