



PURCHASE REQUEST USING VISA CARD

Purchase requested by..... Phone.....

Supplier or Company name.....

Supplier or Company contact number.....
(Phone and/or Fax)

Items or material to be purchased:

Note:

Chemicals or hazardous substances MUST not be purchased using VISA card, they MUST be purchased as per University Purchasing Guidelines, by completing a purchase order request form.

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Does the item being purchased pose a risk to health/safety? Yes / No
[If yes, a risk assessment MUST be documented prior to purchase]

Purchase cost.....

Project number.....

Request date.....

Account number.....

Account holders name..... Phone.....

Signature of account holder.....