**CLUB / SOCIETY PURCHASE ORDER FORM**

This form is to be used by clubs and societies when requesting to purchase items such as equipment, resources, etc. from their membership or grant account.

When purchasing on Amazon, each separate **seller** is classed as a different purchase. This means that an Amazon order with 15 items may be 15 different purchases. **This sheet contains enough space for up to 4 items / purchases. If you need more than this, please complete an additional form.**

**Please allow 5 working days from when you submit your purchase request, for it to be purchased by the team.**

All items will be delivered to the SU Office on your campus, and you will be emailed by your coordinator when your package has arrived.

If you have any questions, please contact the Activities Team at societies@angliastudent.com.

|  |  |
| --- | --- |
| Full Name |  |
| Club / Society Name |  |
| Campus |  |
| Date |  |
| University e-mail address |  |
|  |  |
| When do you need to receive your item(s) by? This will help us prioritise your purchases. |  |

**ORDER #1**

****Please complete the information below in a high level of detail. If the correct information is not provided, then the purchase of your item(s) may be delayed.

Please note – payment will be taken from the finance area you specify without double checking for approval. If you do not have enough funds in this area, your purchase request will be denied, and you will be informed of this within 5 working days via the email on this form.

**When finding seller information on Amazon, you can find this on the right-hand side under the add to basket option.**

|  |  |
| --- | --- |
| Item Name | *Pack of 5 ceramic flower pots with decorative art* |
| Item Link | *e.g., www.amazon.com/12345678* |
| Quantity | *2x* |
| Total Cost including delivery and VAT | *£* |
| Is your item from Amazon? |
| YES |  | **NO** |  |
|  |  |
| What is the company / seller’s name? |  |
| Why are you wanting to purchase this item? |  |
| If your item requires customisation, please define it here | *This could include text customisations such as font, font size or font colour.* *This could include colour of the product, multi-pack size, etc.**For products that need images or logos, please attach these to your email.*  |

|  |  |
| --- | --- |
|  | FINANCE INFORMATIONPlease let us know whether you are spending from your membership account or grant account, the area from which you want the spending to come from, and then your society/club finance code.All of this information can be found on your society or club account spreadsheet. Use the drop-down menus below by clicking “choose an item”. |
| Membership or Grant account? | Choose an item. |
| Which area would you like to pay from? | Choose an item. |
| CLUB / SOCIETY CODEThis code can be found at the top of either your Grant or Membership spreadsheet.Your code will be two letters, followed by three numbers.The three numbers will always be the same - e.g., 005 represents Equestrian Society. Their membership code would be ES005 and their grant code would be DS005. |
| What is your club/society code? |  |

**ORDER #2**

****Please complete the information below in a high level of detail. If the correct information is not provided, then the purchase of your item(s) may be delayed.

Please note – payment will be taken from the finance area you specify without double checking for approval. If you do not have enough funds in this area, your purchase request will be denied, and you will be informed of this within 5 working days via the email on this form.

**When finding seller information on Amazon, you can find this on the right-hand side under the add to basket option.**

|  |  |
| --- | --- |
| Item Name | *Pack of 5 ceramic flower pots with decorative art* |
| Item Link | *e.g., www.amazon.com/12345678* |
| Quantity | *2x* |
| Total Cost including delivery and VAT | *£* |
| Is your item from Amazon? |
| YES |  | **NO** |  |
|  |  |
| What is the company / seller’s name? |  |
| Why are you wanting to purchase this item? |  |
| If your item requires customisation, please define it here | *This could include text customisations such as font, font size or font colour.* *This could include colour of the product, multi-pack size, etc.**For products that need images or logos, please attach these to your email.*  |

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| --- | --- |
|  | FINANCE INFORMATIONPlease let us know whether you are spending from your membership account or grant account, the area from which you want the spending to come from, and then your society/club finance code.All of this information can be found on your society or club account spreadsheet. Use the drop-down menus below by clicking “choose an item”. |
| Membership or Grant account? | Choose an item. |
| Which area would you like to pay from? | Choose an item. |
| CLUB / SOCIETY CODEThis code can be found at the top of either your Grant or Membership spreadsheet.Your code will be two letters, followed by three numbers.The three numbers will always be the same - e.g., 005 represents Equestrian Society. Their membership code would be ES005 and their grant code would be DS005. |
| What is your club/society code? |  |

**ORDER #3**

****Please complete the information below in a high level of detail. If the correct information is not provided, then the purchase of your item(s) may be delayed.

Please note – payment will be taken from the finance area you specify without double checking for approval. If you do not have enough funds in this area, your purchase request will be denied, and you will be informed of this within 5 working days via the email on this form.

**When finding seller information on Amazon, you can find this on the right-hand side under the add to basket option.**

|  |  |
| --- | --- |
| Item Name | *Pack of 5 ceramic flower pots with decorative art* |
| Item Link | *e.g., www.amazon.com/12345678* |
| Quantity | *2x* |
| Total Cost including delivery and VAT | *£* |
| Is your item from Amazon? |
| YES |  | **NO** |  |
|  |  |
| What is the company / seller’s name? |  |
| Why are you wanting to purchase this item? |  |
| If your item requires customisation, please define it here | *This could include text customisations such as font, font size or font colour.* *This could include colour of the product, multi-pack size, etc.**For products that need images or logos, please attach these to your email.*  |

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| --- | --- |
|  | FINANCE INFORMATIONPlease let us know whether you are spending from your membership account or grant account, the area from which you want the spending to come from, and then your society/club finance code.All of this information can be found on your society or club account spreadsheet. Use the drop-down menus below by clicking “choose an item”. |
| Membership or Grant account? | Choose an item. |
| Which area would you like to pay from? | Choose an item. |
| CLUB / SOCIETY CODEThis code can be found at the top of either your Grant or Membership spreadsheet.Your code will be two letters, followed by three numbers.The three numbers will always be the same - e.g., 005 represents Equestrian Society. Their membership code would be ES005 and their grant code would be DS005. |
| What is your club/society code? |  |

**ORDER #4**

****Please complete the information below in a high level of detail. If the correct information is not provided, then the purchase of your item(s) may be delayed.

Please note – payment will be taken from the finance area you specify without double checking for approval. If you do not have enough funds in this area, your purchase request will be denied, and you will be informed of this within 5 working days via the email on this form.

**When finding seller information on Amazon, you can find this on the right-hand side under the add to basket option.**

|  |  |
| --- | --- |
| Item Name | *Pack of 5 ceramic flower pots with decorative art* |
| Item Link | *e.g., www.amazon.com/12345678* |
| Quantity | *2x* |
| Total Cost including delivery and VAT | *£* |
| Is your item from Amazon? |
| YES |  | **NO** |  |
|  |  |
| What is the company / seller’s name? |  |
| Why are you wanting to purchase this item? |  |
| If your item requires customisation, please define it here | *This could include text customisations such as font, font size or font colour.* *This could include colour of the product, multi-pack size, etc.**For products that need images or logos, please attach these to your email.*  |

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| --- | --- |
|  | FINANCE INFORMATIONPlease let us know whether you are spending from your membership account or grant account, the area from which you want the spending to come from, and then your society/club finance code.All of this information can be found on your society or club account spreadsheet. Use the drop-down menus below by clicking “choose an item”. |
| Membership or Grant account? | Choose an item. |
| Which area would you like to pay from? | Choose an item. |
| CLUB / SOCIETY CODEThis code can be found at the top of either your Grant or Membership spreadsheet.Your code will be two letters, followed by three numbers.The three numbers will always be the same - e.g., 005 represents Equestrian Society. Their membership code would be ES005 and their grant code would be DS005. |
| What is your club/society code? |  |