

## Computing Service Requisition Form

Date: \_\_\_\_\_ Quoted By: \_\_\_\_\_ Quote attached: Yes/No

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Cost Centre/Source of Funds/Transaction	Product Description / Supplier Code	Qty	Unit Price	Total Pre-VAT	VAT Rate	Total Inc-VAT
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· ·						
· ·	Delivery Charge / Post & Packing					
	<b>Totals</b>					

VAT Rates 17.5% / EX = Exempt / ZR = Zero 0.0% / EC17.5%

Order Requested By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Brief details of intended use for equipment purchases. \_\_\_\_\_

Please write clearly noting that "Order Requested By" and "Approved By" fields are not for signatures but legible names