

PROBLEMS IN OBTAINING OFFICIAL PURCHASE ORDERS FOR EUROPRACTICE PURCHASES

If you are genuinely unable to raise an Official Purchase Order via your Finance Department, then the Microelectronics Support Centre at RAL is usually able to accept a written statement in lieu of an Official Purchase Order. This option is only open to those Institutes where Official Purchase Orders are not raised by their Finance Departments. The statement should:

- be on your Institute's letterhead
- state that funds have been set aside and committed to cover the full cost of the purchase, including VAT if applicable
- quote your Institute's VAT number, if applicable
- state that the resultant Invoice issued by Microelectronics Support Centre at RAL will be passed for payment on receipt
- detail the goods being ordered, and their costs, including a grand total
- be signed (or countersigned) by a person within your organisation who has the necessary financial and budgetary signing powers

An example of what such a statement might look like follows:

COMMITMENT OF FUNDS FOR EUROPRACTICE PURCHASE

I xxxx (name of signatory) confirm that the necessary funds for the purchase of the items as shown below have been committed and that your Invoice will be passed for payment on receipt. I also confirm that I have the necessary budgetary signing powers.

3	Cadence IC Package 1-10	1800 EURO	5400 EURO
10	Mentor Graphics Full Suite	0 EURO	0 EURO
1	Mentor Graphics Transaction Fee	50 EURO	50 EURO
5	Synopsys Implementation Tools 6+	350 EURO	2100 EURO
1	VAT (@ UK prevailing rate)*	xxx	xxx
Total:			xxxx EURO (dependant on VAT)*

Our VAT Number is xxxxxxxxxxxxxx

Signed
XXXXX

Please address the statement to us using the details below and submit it along with the rest of your Order documentation. If anything is unclear, please contact us.

* Information on VAT can be found at
http://www.europractice.stfc.ac.uk/europractice/software/software_ordering.html