

PROBLEMS IN OBTAINING OFFICIAL PURCHASE ORDERS FOR EURO PRACTICE PURCHASES

If you are genuinely unable to raise an Official Purchase Order via your Finance Department, then the Microelectronics Support Centre at UKRI-STFC Rutherford Appleton Laboratory 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 it has one
- 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 EURO PRACTICE PURCHASE

I, xxxxxxxxxxxxxxxx, 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.

Qty	Description	Unit Cost	Sub Total Cost
xx	xxxxxxxxxxxxxxxxxxxx	xxxx EURO	xxxx EURO
xx	xxxxxxxxxxxxxxxxxxxx	xxxx EURO	xxxx EURO
xx	xxxxxxxxxxxxxxxxxxxx	xxxx EURO	xxxx EURO
		Grand Total Cost:	xxxx EURO

Our VAT Number is

Signed:

Dated:

Costs are clarified on our price list at <http://www.europactice.stfc.ac.uk/tools/pricing.html>

If your Institute is in the UK you will be charged VAT.

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