**LANCASTER UNIVERSITY STUDENTS' UNION**

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**Purchase Order Form**

**Official Order Number**:

Lancaster University Students' Union, Bowland College, Bailrigg, Lancaster LA1 4YT Tel: 01524 593765 Fax: 01524 594029

# Budget Name: (Name of Society)

**Order Date:** DD/MM/YYYY

**Budget Code:** (Society Nominal Code)

|  |  |  |
| --- | --- | --- |
|  | Person 1 | Person 2 |
| Persons Ordering: | Name of Person 1 | Name of Person 2 |

# Delivery Address:

**Name and Address of Supplier:**

|  |  |
| --- | --- |
| Item Description | Net cost |
|  |  |
| Total |  |

|  |  |  |
| --- | --- | --- |
|  | **Signatory 1** | **Signatory 2** |
| **Name(s)** |  |  |
| **Signature(s):** |  |  |

No order form is valid unless signed by the duly authorised signatories.

*Registered Charity Number 1172269 I Registered Company Number 10464111*