**ORDER NO.**

**UNIVERSITY OF SOUTH WALES – PURCHASE ORDERS for ESTATES and FACILITIES DEPARTMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| REQUESTED BY (\*INC. POSITION) |  | DEPARTMENT(\*INC. EXTENSION) |  | SITE | Treforest |
| DATE |  | QUOTE NUMBER | Ignore | TENDER NUMBER | Ignore |

|  |  |  |  |
| --- | --- | --- | --- |
| SUPPLIER NAME | Oasis, The Sawmills, Glanusk, Crickhowell, Powys, NP8 1LPTel: **01873 811803**  Fax: **01873 812383** | FAX/SCAN TO: | \_Walesandsevern@boxit.co.uk |
| DELIVERY TO (Person) |  | FAO (Supplier) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM NO. | DESCRIPTION | COST CENTRE CODE | QUANTITY | COST (Exclusive of VAT) |
| 1 |  |  |  | £3.00 |
|  |  |  |  |  |

**QUOTES** (if goods and services not on term contract) – up to a value of **£10,000** must be in writing – minimum 2 (all orders up to value of £5k inclusive of VAT are currently approved within the Department. Estates’ has entered into a number of term contracts for goods/services and a list is available.

**TENDERS** (if no framework contract exists) – between **£25,000** and **£173,934** – minimum 3 (Estates’ have a comprehensive Tender process in place). Goods and services over £173,934 EU Regulations apply – contact Procurement Unit. \* For users external to the Estates Dept.