An ePay card will only be issued for use of emergency purposes, for a transaction of £10 or above, where the supplier will not accept an official purchase order and/or where there is no alternate supplier on the system that can provide required goods/services.

Please ensure all details are included, prior to submission, as incomplete forms will be rejected by the Chief Executive’s [Business Unit](http://intranet.erc.insider/article/9046/Business-Unit).

**\*SECTION ONE\***

**DETAILS OF REQUEST**

|  |  |
| --- | --- |
| Date of request |  |
| Requested by  (full name and job title) |  |
| Department |  |
| Section |  |

SUPPLIER DETAILS

|  |  |
| --- | --- |
| Supplier Name  (If requesting ePay card to purchase goods from Amazon, please provide name of actual supplier) |  |
| Supplier Website Address |  |

|  |  |
| --- | --- |
| Please provide explanation as to why an ePay card is required |  |

|  |  |
| --- | --- |
| Cost Centre |  |
| Account Code |  |
| Location Code *(Education only)* |  |

ePAY CARD PURCHASE REQUIREMENTS

|  |  |
| --- | --- |
| Product Name and Description of goods/services |  |
| Unit Cost |  |
| Quantity |  |
| Net Amount |  |
| VAT Amount (please indicate if not applicable) |  |
| Gross Amount |  |

|  |  |
| --- | --- |
| Product Name and Description of goods/services |  |
| Unit Cost |  |
| Quantity |  |
| Net Amount |  |
| VAT Amount (please indicate if not applicable) |  |
| Gross Amount |  |

*(If further goods/services required, please copy and paste from above)*

There is a zero tolerance given on East Renfrewshire Council’s ePay transactions. As a result, please ensure the *TOTAL ORDER VALUE* below reflects amount required to purchase goods/services including VAT and any additional charges.

|  |  |
| --- | --- |
| **ORDER VALUE (EXCLUDING VAT)** |  |
| **VAT** |  |
| **ADDITIONAL CHARGE**  **(FOR EXAMPLE: DELIVERY, FOREIGN EXCHANGE FEE ETC.)** |  |
| **TOTAL ORDER VALUE** |  |

**\*SECTION TWO\***

**AUTHORISATION OF REQUEST**

REQUESTER

|  |  |
| --- | --- |
| Requirement | Please confirm |
| I confirm all necessary checks have been conducted to ensure that a procurement contract is not in place for required goods/services | YES/NO |
| I confirm all necessary checks have been conducted to ensure an alternative supplier is not available on ERC’s finance and procurement system that will accept a Purchase Order | YES/NO |
| *In line with Contract Standing Order requirements, any purchase of IT related goods and/or services requires the prior approval of the Head of Digital and Community Safety OR your Departmental ICT Business Relationship Manager.*  I confirm I have obtained approval, as detailed above, for the purchase of goods/services details in section 1 | YES/NOT APPLICABLE |
| I accept full responsibility for use of the ePay card once issued (i.e. to be used for the sole purpose of ordering goods/services detailed in section 1 AND that under no circumstances will monies be transferred from the ePay card to a personal account) | YES/NO |
| I accept full responsibility to ensure goods/services, detailed in section 1, are received | YES/NO |
| I accept full responsibility to obtain an appropriate receipt/confirmation from the supplier (clearly stating the VAT element, where appropriate) and to email this upon receipt to [CEOBusinessUnit@eastrenfrewshire.gov.uk](mailto:CEOBusinessUnit@eastrenfrewshire.gov.uk) quoting the file number assigned to your request by the Business Unit. | YES/NO |

**Please email this form to the appropriate Authorised Signatory. If you are unsure, please contact a member of the** [**Business Unit**](http://intranet.erc.insider/article/9046/Business-Unit)

AUTHORISER

You must be recorded as an Authorised Signatory whereby you have permission to authorise purchasing transactions.

Submission of this form confirms that you:-

* Are satisfied the requester has undertaken all the necessary checks
* Consent to goods/services being charged to the cost centre, account code and location code (if applicable) detailed above in Section 1 and
* Ensure receipt/confirmation of purchase (clearly stating the VAT element, where appropriate) will be sent to [CEOBusinessUnit@eastrenfrewshire.gov.uk](mailto:CEOBusinessUnit@eastrenfrewshire.gov.uk) by the requester in a timely manner

This request form must be completed in full and emailed directly to [CEOBusinessUnit@eastrenfrewshire.gov.uk](mailto:CEOBusinessUnit@eastrenfrewshire.gov.uk) by an Authorised Signatory.

\***SECTION THREE\***

**FOR BUSINESS UNIT USE ONLY**

|  |  |
| --- | --- |
| Request received  (NAME AND DATE) |  |
| Further authorisation required  (> £1k) | YES/NO |
| Authorised by (SIGNATURE)  Chief Procurement Officer |  |
| Further details (if applicable) |  |
| Request number |  |
| ePay card issued (DATE) |  |