



SECTION 1		REQUESTER	
Booker/Requester	_____	Date	_____
Details of Expenditure & person(s) travelling where travel is required	_____ _____ _____		
Estimated cost (attach quotation & authorisation to spend)	_____		
Airline/Agent for travel (if relevant)	_____		
Hotel/Agent for travel (if relevant)	_____		

INSTRUCTIONS

1. Each time you require to use the credit card facility you must complete **SECTION 1** and email it to Brenda Murphy in Accounts.
2. Brenda Murphy will have it approved and assign a purchase order number, complete **SECTION 2**, and email back the form to you
3. Only when you have received the purchase order number can you place a booking / make a purchase.
4. On completion of the booking / purchase you should complete **SECTION 3** and have it signed and dated by your Department Head. Attach relevant hard copy back-up & confirmation of spend and provide details of the cost centre and nominal ledger that the expenditure is to be allocated to & send it to the Accounts Section.
5. It is essential that you do not use this credit card facility until you have received a purchase order number for your booking. This is to ensure controlled use of the credit card and to ensure costs are identified and properly allocated.
6. Use of this credit card facility without adherence to this procedure will result in immediate withdrawal of this facility.

SECTION 2		ACCOUNTS SECTION	
Approved by	_____	Date	_____
Purchase order no	_____		

SECTION 3 REQUESTER ON COMPLETION OF BOOKING / PURCHASE			
Actual amount	€	_____	
Cost Centre & Nominal Ledger Code	_____		(for cost allocation)
Signed/Approved by Department Head	_____	Date	_____
<i>Attach supporting back-up & confirmation of spend</i>			