

How to order items through SU Finance

1. Find the item you want to order (do your research!) If possible, use Amazon but always go for the best choice (any website is okay).
2. Email your group manager the link and get their approval
3. Head to: https://www.thesubath.com/finance/interactive_forms/
4. Choose 'Orange Form'
5. Fill out the below:

SU THE SU UNIVERSITY OF BATH		Purchase Order and Credit Card Form	
Group Name:		Name of Supplier:	
Department		Supplier Address/ Web Address	Link to website
Expense Type		Put in the name of the product, along with VAT cost and excl VAT cost	
Event			
Description of Items and Estimated Cost			
Authorisation	Club/Group Representative	Students' Union Representative	
Name			
Username			
Position	CTV manager to sign	Helen to sign	
Signature			
Date			

Annotations:

- Media – CampusTV (points to Group Name)
- Amazon, CPC Farnell, etc (points to Name of Supplier)
- 5MC (always) (points to Department)
- Refer to instructions (points to Expense Type)
- Name the event (eg FW or just maintenance) (points to Event)

6. Once you have filled in the above, send as an editable file to your group manager.
7. They will fill in the rest and send to Helen for approval.
8. Once Helen has approved it, send that email chain to su-finance@bath.ac.uk, and then use the link <https://outlook.office365.com/book/SUFinance1@ComputingServices.onmicrosoft.com/> to book a slot in to order online!
9. Go to SU Finance with the links and all relevant info during your allotted timeslot and order the product!
10. If you use any personal email addresses for websites, forward the order confirmation email to su-finance@bath.ac.uk so they have it for proof of order.
11. Let your group manager know it is ordered, when to expect and how much it cost (both pre and post VAT).

CODES FOR ORANGE FORMS ARE BELOW:

MEDIA CODING

Student Groups	
72005	Affiliation Fees SG
72010	Competition/Entry Fees SG
72015	Activities Costs SG
72020	Accomodation Costs SG
72025	Training Costs SG
72030	Transport Costs SG
72035	Equipment Purchase SG
72036	Equipment Maintenance Costs SG
72040	Merchandise Resale SG
72045	Socials Costs SG
72046	Admin Costs SG
72060	TOMS Expenditure SG

Examples:

- Flyers - 76510
- BathTime Magazine - 76510
- Equipment (headphones, speakers, microphones) - 72035
- Items for socials/costs attached to socials - 72045
- SRA/NASTA Membership - 7603
- Estate Works - 79025
- Equipment Maintenance – 72036