

APPENDIX I

Working together makes us stronger



PROCUREMENT / PURCHASE ORDER (PRO FORMA)

1. Council Details

Parish Council: Wincham Parish Council
Billing Address: 22 Churchfields Cheshire WA14 3PJ
Email: clerk@wincham-pc.gov.uk

2. Purchase Order Information

Purchase Order Number: [PO Reference]
Date of Order: [DD/MM/YYYY]
Requested By: Naomi Morris
Authorised By: [Clerk / RFO / Chair – as per Financial Regulations]

3. Supplier Details

Supplier Name: [Supplier Company Name]
Supplier Address: [Supplier Address]
Contact Name: [Supplier Contact]
Telephone / Email: [Supplier Contact Details]

4. Description of Goods / Services

Item No.	Description of Goods / Services	Quantity	Unit Cost (£)	Total Cost (£)
	Subtotal			£
	VAT (if applicable)			£
	Total Order Value			£

5. Procurement & Compliance Information

- **Estimated Total Value:** £[amount]
- **Procurement Method Used:**
 - Direct Purchase (under threshold)
 - Written Quotation(s) obtained
 - Formal Tender Process
- **Number of Quotes Obtained (if applicable):**
[1 / 2 / 3]
- **Financial Regulations Reference:**
[e.g. FR 11 – Contracts]

- **Date of Parish Council meeting and Item number authorising purchase**

 - **Budget Availability Confirmed:**
 Yes No
-

6. Delivery / Performance Details

Delivery Address: [Location]
Required Delivery / Completion Date: [Date]
Special Instructions:
[Any relevant details]

7. Payment Terms

- **Agreed Price:** £[amount]
 - **Payment Terms:**
 On receipt of invoice
 30 days from invoice date
 - **Invoice Requirements:**
-

8. Declaration & Authorisation

I confirm that this purchase complies with the Parish Council's Financial Regulations and that sufficient budget provision exists.

Signed (Authorising Officer):

Name: [Name]
Position: [Clerk / RFO / Chair]
Date: [DD/MM/YYYY]

9. Supplier Acceptance (Optional)

Supplier Signature: _____
Date: _____
