Advisory Group Requisition Form to be completed by AG Chairman and passed by email to Clerk/RFO

Where three quotes are required by Finance Regulations, only the quote accepted needs to be listed on the requisition.

Who?	Quotes to be obtained via the Clerk	boxes should expand as you type
AG	Purchase item description	
AG	Date passed to Clerk for Purchase order to be raised	
AG/Clerk	Net Value (ex VAT)	
Clerk	VAT (to be recovered if chargeable)	
AG	To be taken from which budget line?	
AG	Are funds from Earmarked Reserves needed?	Yes[1]/No? If so – which of those funds?
Clerk	Date Purchase order raised?	
Clerk	Change in price from purchase order value?	
Clerk	Date added to PFS List	

NOTE: Once the purchase order has been raised by the Clerk, the EDGE Finance system will show that the money is committed.

- If an estimate is used for the requisition the value can be amended if the price for the task varies from the estimate.
- A variation of over 15% between estimate and invoice needs to be discussed with the AG chairman and the reason for the change noted on this form before the invoice is listed as a Payment For Sanction (PFS) by full Council.

[1] *If yes – The funding must be discussed with Chairmen of BPC and of Finance AG and if agreed adjustments will be made by the Clerk on EDGE finance system and/or transfer from relevant bank account by designated signatories e.g. for CIL Earmarked Reserve*