





# Project Budget Cost Request Form



**ALL SECTIONS MUST BE COMPLETED BEFORE REQUEST WILL BE CONSIDERED**

Site: Neonatal Unit	Building: AMH
Ward / Department: NNU - Neonatal Unit	Contact Name: Debbie Garden
Contact Number: 552602	Contact E-Mail Address: Debbie.garden@nhs.scot
Brief Description of Request: Office blind for large window so that staff can close when using the PC's – Doctors Office  <div style="text-align: right;">1540x1500    14 2600 RACC 14</div>	

Request Submitted By: Debbie Garden	Name: Debbie Garden	MC Wm
	Job Title: Administrator	
Signature: <i>Debbie Garden</i>	Date: 26/02/2024	

Request Supported By (e.g. Service or Business Manager):	Name: Nicole Bauwens	156+14
	Job Title: Nurse Manager	
Signature: <i>N Bauwens</i>	Date: 26/02/2024	
Management Accountant Approval: <i>N Bauwens</i>	Name: Nicole Bauwens	
	Job Title: Nurse Manager	
Signature: AS ABOVE <i>N Bauwens</i>	Date: 26/02/2024	

Date Received: 26/02/2024	Date Returned:
Project Manager:	Project Number:
Budget Cost Amount for Approval: (to be provided by Estates)	£

# PURCHASE ORDER: NFE13933804

<b>Buyer</b> NHS GRAMPIAN SUMMERFIELD HOUSE EDAY ROAD ABERDEEN, GRAMPIAN AB15 6RE	<b>Order Date</b> 6 Mar 2024	<b>Invoice To</b> NHS GRAMPIAN FINANCE DEPARTMENT, WESTHOLME, QUEENS ROAD, WOODEND nss.pdfinvoicegrampian@nhs.scot (pdf only) ABERDEEN, AB15 6LS
<b>Supplier</b> Aberdeen Blind Company 32 Esslemont Avenue Aberdeen, 75450	<b>Order Contact</b> Name: Nina Forbes Phone: 01224 552920 <a href="mailto:nina.forbes@nhs.scot">nina.forbes@nhs.scot</a>	<b>Delivery</b> Nina Forbes 01224 552920 NLJY ESTATES DEPARTMENT ARI WORKS STORES FORESTERHILL ROAD ABERDEEN, GRAMPIAN AB25 2ZD

### Delivery Information

Order Type:	Direct Ship
Carrier:	Best Way -Normal Delivery
FOB - Delivery Terms:	Delivered -Allowed

### Payment Information

Customer Number:	Not Known
Payment Terms:	Net 30

Line	Item Type	Item No	Manufacturer No	UOM	Pack Size	Qty	Unit Price	VAT Type	Extended Amt
1	Non-Catalogue	unknown		Each		1	£156.00	SI	£156.00
AMH Neo Natal Doctors office									
<b>Total Extended Amount:</b>									<b>£156.00</b>

### VAT Types

Key	Description
SI	SI - STD IRRECOVERABLE

### Terms & Conditions of Purchase:

1. This Purchase Order is subject to NHS Scotland Standard Conditions of Contract for the Purchase of Goods or Services.
2. The prices detailed in this Purchase Order are fixed and firm for the duration of this order and not subject to any escalation.  
If the Supplier finds any discrepancies, ambiguities, or contradictions between various parts of this Purchase Order, or any errors or omissions, the
3. Purchaser shall be immediately informed in writing. Any work performed after such discovery, until authorised in writing by Purchaser, will be at the Supplier's risk and expense.
4. Payment shall be effected within 30 days from receipt of a satisfactorily rendered full and correct invoicing documentation and fulfilment of supplier's obligations under this Purchase Order, unless agreed otherwise between Purchaser and Supplier.  
Packages containing fragile articles must be packed with special precaution against risk of breakage and marked "fragile - handle with care". Supplier is responsible for suitable inner packing and wrapping of items. Supplier is responsible for the identification of any hazardous materials, which may be included with delivery of goods. Delivery must be made in strict accordance with the Health and Safety at Work Act 1974 and all sub ordinate legislation such as Control of Substances Hazardous to Health Regulations (COSHH) and Manual Handling Regulations latest revisions.
5. Goods must be received between 0900 and 1530 hours Monday to Thursday; and 0800 and 1500 hours Friday. The Purchaser shall not be responsible for any costs for re-delivery of goods as a result of delivery being made out with these receiving hours.
6. The correct delivery address for delivery and invoicing shall be stated on this Purchase Order. Any changes to delivery/ invoice requirements shall be covered by way of revision to this Purchase. The Purchaser will not accept any responsibility for goods or invoices delivered to any point other than stated on this Purchase Order, unless covered by the issue of a revision to this Purchase Order.
7. Supplier must comply with the units of supply stated on this Purchase Order. Any changes must be covered by way of a revision to this Purchase Order.