

**Appendix 2 New application**

**Product Areas by Merchant Category**

**Complete and forward with Appendices 1 and 3 to [purchasecards@reading.ac.uk](mailto:purchasecards@reading.ac.uk)**

Please indicate with  in box alongside, the categories of goods/services which are to be authorised for this application.

(NB. 3 categories shaded out are never authorised for any card)

- |  |   |
|--|---|
| <input type="checkbox"/> 1 Building Services                 | <input type="checkbox"/> 18 Statutory Bodies                        |
| <input type="checkbox"/> 2 Building Materials                | <input type="checkbox"/> 19 Office Stationery, Equipment & Supplies |
| <input type="checkbox"/> 3 Estates and Garden Services       | <input type="checkbox"/> 20 Computer Equipment                      |
| <input type="checkbox"/> 4 Utilities & Non Automotive Fuel   | <input type="checkbox"/> 21 Print and Advertising                   |
| <input type="checkbox"/> 5 Telecommunication Services        | <input type="checkbox"/> 22 Books and Periodicals                   |
| <input type="checkbox"/> 6 Catering and Catering Services    | <input type="checkbox"/> 23 Mail and Courier Services               |
| <input type="checkbox"/> 7 Cleaning Services and Supplies    | <input type="checkbox"/> 24 Misc. Industrial / Commercial Supplies  |
| <input type="checkbox"/> 8 Training and Education            | <input type="checkbox"/> 25 Vehicles, Servicing and Spares          |
| <input type="checkbox"/> 9 Medical Supplies and Services     | <input type="checkbox"/> 26 Automotive Fuel                         |
| <input type="checkbox"/> 10 Staff – Temporary Recruitment    | <input type="checkbox"/> 27 Travel                                  |
| <input type="checkbox"/> 11 Business Clothing and Footwear   | <input type="checkbox"/> 28 Auto Rental                             |
| <input type="checkbox"/> 12 Mail Order / Direct Selling      | <input type="checkbox"/> 29 Hotel and Accommodation                 |
| <input type="checkbox"/> 13 Personal Services                | <input type="checkbox"/> 30 Restaurant and Bars                     |
| <input type="checkbox"/> 14 Freight and Storage              | <input type="checkbox"/> 31 General Retail and Wholesale            |
| <input type="checkbox"/> 15 Professional Services            | <input type="checkbox"/> 32 Leisure Activities                      |
| <input type="checkbox"/> 16 Financial Services               | <input type="checkbox"/> 33 Miscellaneous                           |
| <input type="checkbox"/> 17 Clubs/Associations/Organisations | <input type="checkbox"/> 34 Cash                                    |

**Agreed and signed by Head of School/Function**

**Name of proposed cardholder** .....  
**Head of School/Function**  
**Name (capitals)** .....  
**Signature:** ..... **Date** .....