

If you wish to purchase goods on invoice from Play Resource you will need to do two things:

1. Set up a Direct Debit for payment. (Please note councils/education and library boards requisitions are exempt from the Direct Debit payment system).

2. Provide evidence to show you are authorised to purchase goods.

- If you have your own internal purchase order system please provide us with a requisition on each visit
- If you purchase under your local Council or Education and Library Board please provide a copy of your requisition
- If you are a small group who do not have a purchase order system, we will accept a letter on headed paper stating the current date and the amount up to which you are able to purchase. This must be signed by the relevant member of your organisation authorised to make purchases.

Please note: invoices can only be issued to current Play Resource cardholders.

If you have any queries, then please contact Laura on 02890 357548.