Purchase requisition

About four minutes. Nothing is ordered until it is approved.

Questions marked * need an answer.

Use this before you buy anything over [$500]. Please don’t order or pay for anything until you hear back.

1. Your name *

2. Work email *

3. Department *

- ◯ Administration
- ◯ Facilities
- ◯ Teaching or programs
- ◯ IT
- ◯ Other

4. What is it for? *

5. Supplier *

The shop, website or company. Write “not sure” if you want purchasing to choose.

6. Link to the product or quote

7. Item *

What it is, with any item or part number.

8. Quantity *

9. Unit price (estimate) *

10. Add another item?

- ◯ Yes
- ◯ No

11. Second item *

Only if “Add another item?” is Yes.

12. Second item quantity *

Only if “Add another item?” is Yes.

13. Second item unit price (estimate) *

Only if “Add another item?” is Yes.

14. Tax, shipping and fees (estimate)

Leave blank if there are none.

Estimated total: $…, including tax and shipping.

15. Account or budget code *

16. If a grant pays for this, its grant or project number

17. How is it being bought? *

Only if the total total is 5000 or more.

- ○ From a contract or preferred supplier
- ○ I have quotes
- ○ Only one supplier can provide it

18. Quotes, a catalogue page or a longer list

Required if you have quotes. More than two items? Attach the list here.

Attach this separately and write what you attached below.

19. Why can only this supplier provide it? *

Only if “How is it being bought?” is Only one supplier can provide it.

20. Needed by

Date

21. Deliver to

Building and room.

22. Declaration *

- [ ] The details above are correct, and I have not placed this order.

23. Your signature *

Signature

Date