

INSTRUCTIONS FOR COMPLETING THIS FORM

- This form supersedes all previous Internal Requisition forms
- This form is to be used effective July 1, 1997
- Use separate requisition for each supplier
- Show full “Ship To” address especially if shipment is to an off-campus address
- When requisitioning equipment or furniture, please complete the “Class ” column with one of the following codes:

New Fixed Asset	“A”
Replacement Fixed Asset	“R”
- Please indicate if unit prices are quoted or estimated
- “Unit Price” and “Amount” columns are to show the currency of settlement, i.e.: Canadian \$, US \$, FF French Francs, etc.
- Account distribution must be completed with the 16 digit account number
- Complete account number must be shown for each line item requested on the requisition
- If a line item amount is to be committed to more than one (1) account number, then each account number is to be listed consecutively with the amount distribution shown for each
- Account distribution “Amount ” column is to be completed with the commitment amount, which is to be distributed to the account number shown
- All additional charges, i.e. freight, shipping & handling, etc., are to be shown as separate line items complete with the applicable account number and amount distribution
- Each account number used must be signed by the authorized department or grant project head in the “Authorized Signature” column
- Line items must be listed on requisition and not as an attachment.
- Copies of all supporting documentation are to be included with the completed requisition to Procurement Services, i.e.: all quotes, order forms, etc.
- If more than one (1) requisition is necessary to complete your request, please number the pages consecutively and show “total” only on the last page
- Forward original copy to Procurement Services
- Photocopy for your records, if required

Incomplete requisitions or those received with insufficient information will be returned to sender.

The University will not accept responsibility for purchases made without a University purchase order.

The account holder’s signature verifies the materials and funds are approved on accounts indicated and are not for resale, rental or personal use.

Please contact Procurement Services (4626) if you require further assistance.