

**UNIVERSITY OF TORONTO
DEPARTMENT OF CHEMICAL ENGINEERING & APPLIED CHEMISTRY**

Purchase Requisition Form

| | |
|---|---|
| <p>COMPANY</p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>ATTN: _____</p> <p>PHONE: _____</p> <p>FAX: _____</p> <p>_____</p> | <p>PROFESSOR</p> <p>NAME: _____</p> <p>DATE: _____</p> <p>_____</p> <p>SIGNATURE: _____</p> <p>CFC #: _____</p> <p>CC/INT. ORDER #: _____</p> <p>FUND #: _____</p> <p>Chair's Signature: _____</p> <p>(for orders over \$10,000)</p> |
|---|---|

REF/QUOTE #: _____

Orderer's Name: _____

Room #: _____ Phone #: _____

PURCHASES UP TO \$10,000 MUST HAVE 1 QUOTE ATTACHED. PURCHASES FROM \$10,000 TO \$49,999 MUST HAVE 2 QUOTES FROM DIFFERENT COMPANIES ATTACHED! PURCHASES FROM \$50,000 TO \$99,999 MUST HAVE 3 QUOTES FROM DIFFERENT COMPANIES ATTACHED! IF THERE IS A VERY SPECIFIC REASON THAT THERE IS ONLY ONE QUOTATION AVAILABLE, A LIMITED TENDER FORM MUST BE COMPLETED, SIGNED AND ATTACHED (FORM IS AVAILABLE IN ROOM 217 OR ROOM 16). THE PURCHASE ORDER WILL NOT BE ISSUED WITHOUT THE COMPLETED FORM.

| Quantity | Cat. No. | Description | Unit \$ | Total \$ |
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