

## REQUEST TO PURCHASE

### REQUESTER DETAILS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employee/Student No: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Email: \_\_\_\_\_

### DESCRIPTION OF GOODS

Quote Number (if applicable): \_\_\_\_\_

DESCRIPTION	QTY	COST (EXC.GST)	TOTAL
		FREIGHT	
		SUBTOTAL	
		GST	
		TOTAL (INC.GST)	

### CHARGING DETAILS (exc.GST)

YEAR	FUND	DEPARTMENT ID	PROJECT/GRANT	ACCOUNT	SPLIT
20					
20					

### PREFERRED SUPPLIER

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ ABN: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### QUOTES

Company:	Price: \$
Company:	Price: \$
Company:	Price: \$

**THE REQUESTER**

I certify that I (have/have been given) the responsibility for this expenditure:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY ACCOUNT MANAGER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY THE FINANCIAL DELEGATION**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES**

- Appropriate signatures must be obtained before a request is submitted for final clearance. The Approver is normally the person 'responsible' for the account or budget but in case of components of Operating funds, the Requestor's Supervisor is acceptable
- There are no specific quotation requirements for values up to \$2,000 (ex GST). For values between \$2,001 and \$10,000 (ex GST) a minimum of three verbal or written quotations should be obtained and noted. For values between \$10,001 and \$100,000 a minimum of three written representative quotations must be obtained. For values over \$100,000, formal tenders are to be invited.
- Once the form has been completed, it must be submitted to FIPRAS (K17, G08)