



- Purchase Requisition(<\$3500)
- Purchase Order(>\$3500),complete both pages
- Payment of attached invoice

Requestor's Name: _____

Payee/Company:_____

Student/Employee #: _____

Amount of Purchase: _____

Speedchart/Worktag _____

Payee's Address: _____

Payee's Telephone #: _____

Payee's Email: _____

Purchase Description: _____

Purchase Justification: _____

Reimbursement

EFT (Default for Employees)

Preferences:

Mail Cheque to address above

Pickup Cheque at Central Finance

Authorization:

*This page is only required for purchase/service order request

Project information

Title: _____

Expected Start Date: _____

Expected End Date: _____

Multi-Year Contract: Yes/ No

Multi-Phase: Yes/ No

Document Checklist

- Scope of Service (e.g., copy of contractor's proposal / quotation)
- HR Fast Track Assessment Form (only applicable if the service is provided by an individual)
- Social Insurance Number (only applicable if the service is provided by an individual)
- Electronic Funds Transfer (EFT) Request Form (optional)