

ENGINEERING REQUISITION FORM

ALL FIELDS ARE REQUIRED

PO & REQ#s are provided by Finance Team

VENDOR NAME _____

VENDOR ADDRESS _____

VENDOR TELEPHONE _____

VENDOR CONTACT _____

VENDOR EMAIL _____

ORDER DESTINATION: _____	PURCHASE ORDER #: _____ REQUISITION #: _____
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IMPORTANT, PLEASE STIPULATE FOAPAL(s):

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DATE		REQUISITIONED BY		EMAIL		TEL. NO.		DATE REQ'D.	
ITEM	QUANTITY	PART NO.	DESCRIPTION				UNIT PRICE	TOTAL	

Grant/Course Number _____

Grant/Course Approval _____

Departmental Approval _____

Date Approved _____

- Quotes Attached (Shipping Included)**
- \$0 - \$9,999 - 1 Written Quote
 - \$10,000 - \$133,800 - Quotation Summary Log Required
 - \$133,800 or Over - Tender Required
 - Tender not Required See Attached

Shipping	
GST	
HST	
TOTAL	