## **ENGINEERING REQUISITION FORM**

## \*ALL FIELDS ARE REQUIRED\*

VENDOR NAME  VENDOR ADDRESS  VENDOR TELEPHONE				PO & REQ#s are provided by Finance Team —			
				ORDER DESTINATION:	TION: PURCHASE ORDER #:		
				IIMPORTANT, PLEASE STIPULATE FOAPAL(s):			
DATE		REQUISITIONED BY		EMAIL	EMAIL		DATE REQ'D.
ITEM	QUANTITY	PART NO.		DESCRIPTION		UNIT PRICE	TOTAL
Grant/Course Number  Grant/Course Approval				Quotes Attached (Shipping I	-	Shipping GST	
				·	<ul><li>□ \$0 - \$9,999 - 1 Written Quote</li><li>□ \$10,000 - \$105,699 - Quotation Summary Log</li></ul>		
Departmental Approval				Required	Required  \$105,700 or Over - Tender Required		
				☐ Tender not Required See A	Attached		

Date Approved \_