

PLEASE PRINT OR TYPE

Lakehead University

Purchase Requisition (Not a Purchase Order)

Date: _____

SUGGESTED SUPPLIER(S):		ORDERED FROM:		

DEPT.:	DELIVER TO BLDG:	ROOM #:	REQUISITIONER'S NAME:	EXT. #:
ESTIMATED DATE REQUIRED:	SHIP TO ARRIVE BY:	SHIP VIA::	F.O.B. LAKEHEAD:	TERMS:

QUANTITY	CATALOGUE NO.	DESCRIPTION	UNIT PRICE	TOTAL

ATTACH ALL QUOTATIONS TO PURCHASE REQUISITION		VERBAL QUOTATION		GST
QUOTATION #:	DATE:	BY	DATE:	DUTY & TAX
PLEASE INDICATE BELOW THE EXACT END USE IN ORDER THAT WE MAY DETERMINE WHETHER THE AFORMENTIONED GOODS OR SERVICES ARE EXEMPT FROM GST AND/OR PST.				EXCHANGE
FOR THE MANUFACTURE OF:				PST
REPLACEMENT PARTS OF:				SHIPPING
OTHER (BRIEF DESCRIPTION):				TOTAL

AUTHORIZATION	
DATE STAMP	BUDGET CODE:
	SIGNATURE:
	PRINT NAME:
	BUDGET CODE:
	SIGNATURE:
	PRINT NAME: