

REQUEST TO PURCHASE

REQUESTED BY:	UNSW ID #:	PHONE #:	ROOM #:
EMAIL:			

DESCRIPTION	QTY	(EXC. GST)	TOTAL
		FREIGHT SUBTOTAL	
QUOTE NO.	TOTAL VALUE		GST (INC GST)

CHARGING DETAILS (EX-GST)

YEAR	FUND	ORGANISATION	PROJECT/GRANT	ACCOUNT	SPLIT COST
20					
20					

PREFERRED SUPPLIER

COMPANY:	
ADDRESS:	
EMAIL:	
CONTACT:	ABN (If Known)
PHONE NO:	FAX:

QUOTES

COMPANY:	PRICE:
COMPANY:	PRICE:
COMPANY:	PRICE:

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

APPROVAL SIGNED _____ PRINT SURNAME _____ SIGNATURE _____ DATE _____

FINANCIAL DELEGATION _____ PRINT SURNAME _____ 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 CSE Finance Office (K17, G08)