



### F&S - Purchase Order Request Form (NEW PO)

Request Date: \_\_\_\_\_ Business Unit: \_\_\_\_\_  
mm/dd/yyyy

#### Accounting Information:

Purchase Req #: \_\_\_\_\_ SO or CC #: \_\_\_\_\_ Fund Centre #: \_\_\_\_\_ Fund #: \_\_\_\_\_ GL #: \_\_\_\_\_  
(For Service Orders)  
Customer #: \_\_\_\_\_ Dept. Ref #: \_\_\_\_\_ Project #: \_\_\_\_\_ Caps Approval: Yes  No

#### Supplier Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Postal Code: \_\_\_\_\_

#### Ship To Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Bldg/Rm #: \_\_\_\_\_

#### PO Details (Continue on Page 2 if necessary)

Description	Quantity	Unit Price	for Fixed Commitment Period
<b>TOTAL &gt;</b>			

Number of Quotes Attached? (Specify #)

If Invited Vendors, is Written Invitation Attached? (Yes/No)

If Sole/Single Source, Non-Competitive Form is Required. Is it Attached? (Yes/No)

If Tendered, is Tender Analysis / Evaluation Matrix Attached? (Yes/No)

If Over \$100,000, is MERX, Biddingo or RFP Posting Attached? (Yes/No)

For Multi-Year Purchases, is Signed Contract Attached? (Yes/No)

#### Tender / Quotation Details (Continue on Page 2 if necessary)

Proponent Name(s)	Annual Commitment Value (Year 1 Only)	# of Fixed Years Commitment	Total Value of PO for Fixed Commitment Period	# of Option Years	Awarded To	Comments / Rationale

Requested By-Signature: \_\_\_\_\_ # 1  
Requested By-Name: \_\_\_\_\_ # 2  
Date: \_\_\_\_\_ mm/dd/yyyy # 3

Approvers Name	Approvers Signature	Date

ALL PURCHASE ORDER REQUESTS MUST COMPLY WITH UoFT PROCUREMENT POLICY



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**PAGE 2 CONTINUATION.....**

Purchase Req #: \_\_\_\_\_

<b>PO Details (continuation from Page 1)</b>			
Description	Quantity	Unit Price	Total Value of PO for Fixed Commitment Period
		<b>TOTAL &gt;</b>	

<b>Tender / Quotation Details (continuation from Page 1)</b>						
Proponent Name(s)	Annual Commitment Value (Year 1 Only)	# of Fixed Years Commitment	Total Value of PO for Fixed Commitment Period	# of Option Years	Awarded To	Comments / Rationale

<b>APPROVAL LIMITS: At Least One-Up Approval Required in ALL Cases</b>	
Original PO Value + Change Orders	Approval
Up to \$5,000 (Excluding Taxes)	Manager
Up to \$25,000 (Excluding Taxes)	Director
Over \$25,000 (Excluding Taxes)	Chief Operations Officer (COO)