

**UNIVERSITY OF TORONTO  
DEPARTMENT OF CHEMICAL ENGINEERING & APPLIED CHEMISTRY**

**Purchase Requisition Form**

<p><b>COMPANY</b></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>ATTN: _____</p> <p>PHONE: _____</p> <p>FAX: _____</p> <p>REF/QUOTE #: _____</p>	<p><b>PROFESSOR</b></p> <p>NAME: _____</p> <p>DATE: _____</p> <p>SIGNATURE: _____</p> <p>CFC #: _____</p> <p>CC/INT. ORDER #: _____</p> <p>FUND #: _____</p> <p>Chair's Signature: _____</p> <p>(for orders over \$10,000)</p>
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Orderer's Name: \_\_\_\_\_

Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PURCHASES UP TO \$10,000 MUST HAVE 1 QUOTE ATTACHED. PURCHASES FROM \$10,000 TO \$49,999 MUST HAVE 2 QUOTES FROM DIFFERENT COMPANIES ATTACHED! PURCHASES FROM \$50,000 TO \$99,999 MUST HAVE 3 QUOTES FROM DIFFERENT COMPANIES ATTACHED! IF THERE IS A VERY SPECIFIC REASON THAT THERE IS ONLY ONE QUOTATION AVAILABLE, A LIMITED TENDER FORM MUST BE COMPLETED, SIGNED AND ATTACHED (FORM IS AVAILABLE IN ROOM 217 OR ROOM 16). THE PURCHASE ORDER WILL NOT BE ISSUED WITHOUT THE COMPLETED FORM.**

Quantity	Cat. No.	Description	Unit \$	Total \$

PO #: \_\_\_\_\_