



**Request Date:** \_\_\_\_\_  
mm/dd/yyyy

**Business Unit:** \_\_\_\_\_

Purchase Req #: \_\_\_\_\_  
(For Service Orders)

SO or CC #: \_\_\_\_\_ Fund Centre #: \_\_\_\_\_ Fund #: \_\_\_\_\_ GL #: \_\_\_\_\_

Customer #: \_\_\_\_\_ Dept. Ref #: \_\_\_\_\_ Project #: \_\_\_\_\_

Caps Approval: Yes ☐ No ☐

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City/Postal Code: \_\_\_\_\_ Bldg/Rm #: \_\_\_\_\_

Description	Quantity	Unit Price	for Fixed Commitment Period
TOTAL >			


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

# 1

# 2

### # 3

# 4

	Approvers Name	Approvers Signature	Date
1			
2			
3			
4			

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## Purchase Order Request Form (NEW PO)

### PAGE 2 CONTINUATION.....

Purchase Req #:

\_\_\_\_\_

#### PO Details (continuation from Page 1)

Description	Quantity	Unit Price	Total Value of PO for Fixed Commitment Period
		TOTAL >	

#### Tender / Quotation Details (continuation from Page 1)

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

#### APPROVAL LIMITS: At Least One-Up Approval Required in ALL Cases

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)