

**Faculty of Education & Arts**

**REQUEST FOR PURCHASE - GENERAL**

**School of** \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Details: \_\_\_\_\_

Cost: \_\_\_\_\_

GST Inclusive: Yes/No

Deliver to: \_\_\_\_\_

(e.g. Store, General Office HA78)

Freight: Yes/No

Freight Cost: \$

Quotes Attached: Yes/No

**Cost Centre** \_\_\_\_\_

(E.g. 10 XXXXX-XXXX)

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Head of School Approval \_\_\_\_\_

Date \_\_\_\_\_

PVC Edu. & Arts Approval \_\_\_\_\_

Date \_\_\_\_\_

*(for items over \$5,000 – please fax to Ext 17907 for PVC approval)*