

REQUEST FOR PURCHASE

Company Name:

Address:

Telephone:

Fax:

Details:

Justification:

Cost: GST Inclusive: Yes/No

Deliver to: (e.g. Store, HASU HA80)

Freight: Yes/No Freight Cost: \$

Quotes Attached: Yes/No Cost Collector Code:

Requested by:..... Date:

Phone No: Fax No:

Head of School Approval _____ **Date** _____

PVC ED. & Arts Approval _____ **Date** _____

(PVC Approval is only required for purchases over \$5k)