PURCHASE REQUISITION FORM

AUSTRALIAN INSTITUTE *for* INNOVATIVE MATERIALS | **UOW AUSTRALIA**

REQUISITIONER DETAILS				SUPPLIER BUSINESS DETAILS			
Name:				**Business name:**			
UOW ID:				**Street address:**			
Staff		**Student:**		**City:**			
Email:				**State/Province:**		**Postcode:**	
Phone:				**Country:**			
AFFILIATION				**SUPPLIER CONTACT DETAILS**			
IIM:		**ANFF:**		**Name:**			
EMC:		**RPT:**		**Email:**			
Other:				**Phone:**			

Attach files	Qty	Pack size	Item description (include quotation number(s))	Catalogue number	Unit cost (Ex-GST)	Total cost (Ex-GST)	Project Code OR Cost Centre number
				TOTAL DELIVERY COST (Ex-GST)			
				TOTAL PURCHASE ORDER VALUE (Ex-GST)			

PLEASE ATTACH THE QUOTATION & ITS SUPPORTING DOCUMENTATION TO THE RELEVANT FILE LINK

PLEASE CONSULT WHS PURCHASING GUIDELINES AT: http://staff.uow.edu.au/ohs/workingsafely/purchasing/

CERTIFICATION (to be completed by Requisitioner)	Y	N	N/A
Have ethics clearances been granted?			
If Y, provide the Ethics Clearance Number			
Does this requisition relate to asset(s)?			
If Y, provide asset number(s)			
Is this requisition over $5,000?			
If Y, attach non-competitive quotations			
If Y, attach Justification Statement(s)			
If Y, attach Lifecycle Costing Form(s)			
Does this requisition require advance payment?			
If Y, attach proforma invoice for advance payment			
Have all WHS requirements been considered?			
Do the item(s) comply with Australian Standards?			
Are instructions/manuals supplied in English?			
Do the item(s) require risk assessment(s)?			
If Y, have the RAs been completed and approved?			
If Y, provide the SafetyNet reference number			
Is this requisition for chemical(s)?			

If yes, complete the AIIM Barcoding Webform for each chemical being ordered above.

Is there a conflict of interest?			

REQUISITIONER AUTHORISATION
Name:	
Date:	
E-signature:	

COST CENTRE AUTHORISATION
Name:	
Date:	
E-signature:	

DIRECTOR AUTHORISATION
Name:	
Date:	
E-signature:	

WHS AUTHORISATION
Name:	
Date:	
E-signature:	

- **Requisitioner: Email purchase requisition to your cost centre authoriser.**
- **Cost centre authoriser: If approved, email purchase requisition to in-line Director.**
- **Director: If approved, email purchase requisition to AIIM WHS for processing.**

ALL SECTIONS MUST BE COMPLETED BEFORE A PURCHASE REQUISITION CAN BE PLACED