

Please obtain authorisation from the Project Grant Manager and submit this form to request the purchase of goods or services.

- Mandatory fields / sections are indicated by*
- Please include one order per form only.
- For any orders above \$10,000 please provide two written quotes or a completed [Quotation Waiver Form](#).
- Your Health and Safety representative must be consulted before requisitioning hazardous goods or services.

Requisitioned by

First name*

Last name*

Staff / Student number*

Contact phone number or email

Funding Approval

Are you the PG Manager?

(If not please attach approval email)

OR

Print this form and manager signs here

Yes

No

Note for Adobe Reader users:
Please manually add your attachments to the email created by 'Submit' button at page end

Accounting

Business Unit Number*

Project Grant number*

Please ensure there are sufficient funds available

Special instructions

- If multiple PGs or Business Units are to be charged
- Class Codes

Supplier

Supplier Name or ABN*

note: please complete a different form for each supplier;
to look up UWA Nominated Suppliers [\(click here\)](#)

Quotation

Attach Quote (if applicable)

For items over \$10,000 (excluding GST):

Attach 2nd quote (see quotation thresholds)

Attach 3rd quote (see quotation thresholds)

Or attach Quotation Waiver Form

To read about the Procurement Policy and
access the Quote Waiver form [\(click here\)](#)

Quotation Thresholds

\$0 - \$9,999:	1 Quote
\$10k - \$49,999:	2 Quotes
\$50k - \$249k:	3 Quotes
>\$250k:	Tender

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Delivery Details

Delivery address*

Delivery date required

Cost of delivery if known (excluding GST)

Other instructions or comments

Order item 1

Description

include catalogue number and units, if applicable.

To order all items exactly as per attached quote
input "as per quote"

Quantity

Price each (excluding GST)

Order item 2

Description

include catalogue number and units, if applicable

Quantity

Price each (excluding GST)

Order item 3

Description

include catalogue number and units, if applicable

Quantity

Price each (excluding GST)

Order item 4

Description

include catalogue number and units, if applicable

Quantity

Price each (excluding GST)

Order item 5

Description

include catalogue number and units, if applicable

Quantity

Price each (excluding GST)