THE UNIVERSITY OF BRITISH COLUMBIA

☐ Purchase Requisition(<$3500)

☐ Purchase Order(>$3500),complete both pages

☐ Payment of attached invoice

Requestor's Name: _____

Payee/Company:_____

Student/Employee #: _____

Amount of Purchase: _____

Speed Chart or PG #: _____

Payee's Address: _____

_____

_____

Payee's Telephone #: _____

Payee's Email: _____

Purchase Description: _____

_____

Purchase Justification: _____

_____

_____

_____

Reimbursement
Preferences:

☐ EFT (Default for Employees)

☐ Mail Cheque to address above

☐ Pickup Cheque at Central Finance

Authorization: _____

*This page is only required for purchase/service order request

Project information

Title: _____

Expected Start Date: _____

Expected End Date:_____

Multi-Year Contract:☐Yes/☐No

Multi-Phase:☐ Yes/☐ No

Document Checklist

☐ Scope of Service (e.g., copy of contractor's proposal / quotation)

☐ HR Fast Track Assessment Form (only applicable if the service is provided by an individual)

☐ Social Insurance Number (only applicable if the service is provided by an individual)

☐ Electronic Funds Transfer (EFT) Request Form (optional)