REQUISITIONER - COMPLETE ENTIRELY AND DISTRIBUTE

ORIGINAL WHITE - SUPPLIER/DEPARTMENT, CANARY - PURCHASING/ACCOUNTS PAYABLE, GREEN - RECEIVING

TO: (SUPPLIER - NAME, ADDRESS, POSTAL CODE)

UNIVERSITY of GUELPH

CHANGING LIVES IMPROVING LIFE

INFORMATION TO BE SHOWN ON SHIPPING LABEL

LOW VALUE PURCHASE ORDER L 237352

SHIP TO: **UNIVERSITY OF GUELPH**
CAMPUS
BLDG/RM #
DEPT
STREET
CITY/PROV/PC **CANADA**
ATTN
PHONE/EXT

DATE ORDERED D. M. Y.	DATE REQUIRED D. M. Y.	SHIP VIA AND DECLARE FULL VALUE	F.O.B. U OF G ☐ F.O.B. SUPPLIER ☐ PREPAY & CHG. ☐ COLLECT ☐	TERMS OF PAYMENT
				NET 30

ITEM	QUANTITY	UNIT OF MEASURE, PART NO., CODE, DESCRIPTION ETC.	UNIT PRICE	AMOUNT

SAMPLE

NOT TO EXCEED $3,000.00

PAYMENT BY CREDIT CARD: VISA

CARD NO.: _____ EXPIRY DATE _____

CARDHOLDER NAME: _____

SUB-TOTAL	
CURRENCY: CAD ☐ USD ☐ EURO ☐ GBP ☐ — TAX: GST ☐ HST ☐ NA ☐	
TOTAL	

ORDERED BY (DIRECT ALL INQUIRIES)	AUTHORIZED BY / CARDHOLDER SIGNATURE

ITEM	QTY.	3 - FUND (M)	6 - UNIT (M)	6 GRANT	6 - PROJECT	5 - OBJECT (M)	AMOUNT

UNIVERSITY OF GUELPH TERMS & CONDITIONS RELATING TO THIS PURCHASE ORDER CAN BE FOUND ON LINE AT:

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		NA ☐

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