Low Value Purchase Order:

TO (supplier - name, address, postal code)

Phone:
Fax:

SHIP TO:	**University of Guelph**
CAMPUS:	**GUELPH**
BLDG/RM #:	Animal Science/Nutrition Bldg/
DEPT:	Human Health & Nutritional Sciences
STREET:	50 Stone Rd. E.
CITY/PROV:	Guelph, ON
ATTN:	
PHONE/EXT:	519-824-4120 X5

Date Ordered YYYY - MM - DD	Date Required YYYY - MM - DD	Carrier	Term and Freight	Terms of Payment
			F O B	

Item #	Qty Ordered	Qty Received	Unit	Part No., Code, Description etc.	Price / Unit	Amount
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00

For Tri - Council? ❍ Y | ❍ N - If yes, the grant leader or an authorized delegate must authorize this order

Import Order? ❍ Y | ❍ N - If yes, a copy of this order must be emailed to customs@uoguelph.ca prior to shipping

NOT TO EXCEED $5,000.00

Shipping Instructions and Note to Supplier

SUBTOTAL	$ 0.00
Tax	
TOTAL	$ 0.00
Currency	CND

ORDERED BY (direct all inquiries to)

Signature

Ann Stride - astride@uoguelph.ca

Print Name- 519-824-4120 X56169

AUTHORIZED BY

Signature

Print Name (Faculty) Ann Stride

RECEIVED BY

Signature

Print Name

Item #	Quantity	Fund	Unit	Grant	Project	Object	Amount

All invoices shall specify this Low Value Purchase Order number and be emailed to acctspay@uoguelph.ca
Bill to: University of Guelph, Payment Services, University Centre Level 5, 50 Stone Road East, Guelph, Ontario, Canada N1G 2W1
UNIVERSITY OF GUELPH TERMS & CONDITIONS RELATING TO THIS PURCHASE ORDER CAN BE FOUND ON LINE AT:
www.uoguelph.ca/finance/standard-purchase-order-terms-and-conditions