

CSCS INTERNAL PURCHASING REQUISITION REQUEST

Rules and Guidelines

PLEASE READ before completing your **INTERNAL PURCHASE REQUISITION REQUEST**

Please ensure you complete and Internal Purchase Requisition Request Form if you wish to purchase an item with a **value of and greater than \$2000**.

Ensure all sections of the form are complete and then forward via email to the General Manager for approval. Ensure all quotations are attached prior to sending the request form.

Quotations:

Items > \$2,000 & < \$5,000 require **two** written quotations.

Items > \$5,000 & < \$10,000 require **three** written quotations

Items > \$10,000 require the calling of tenders. **Contact Administration** to arrange.

If you seek any further guidance please contact Administration on Ext. 34747

				OFFICE USE ONLY			
				<i>APPROVED/ DECLINED</i>			
Date:						Request Number:	
Requested by:				Position Title:			
Campus:							
Item to be purchased:							
Quotes	YES / NO	Cost:					
Company Purchasing From:							
Reason for purchase:							
		Fund	Org	Account	Program	Amount	
Cost Centre:							