

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 3 written quotes or a completed [Quotation Waiver Form](#).
- Are there any hazards associated with this purchase?
  - 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:  
one order per form  
UWA Preferred suppliers ([view](#))

### Quotation

**Attach Quote (if applicable)**

**For items over \$10,000:**

**Attach 2<sup>nd</sup> quote (see quotation thresholds)**

**Attach 3<sup>rd</sup> quote (see quotation thresholds)**

**Or attach [Quotation Waiver Form](#).**

Quotation Thresholds	
\$0 - \$9,999:	1 Quote
\$10k - \$99,999:	3 Quotes
\$100k +:	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)**