

## PURCHASE REQUISITION - DEMANDE D'ACHAT

**THIS IS NOT A PURCHASE ORDER - IL NE S'AGIT PAS D'UN BON DE COMMANDE**

Date: \_\_\_\_\_  
 Delivery Date/Date de livraison: \_\_\_\_\_  
 Requisitioner/Demandeur: \_\_\_\_\_  
 Buyer/Acheteur: \_\_\_\_\_

Name of Suggested Supplier/Address: \_\_\_\_\_  
 Nom du fournisseur suggere/Adresse: \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Telecopieur: \_\_\_\_\_  
 Contact: \_\_\_\_\_

Department/unite: \_\_\_\_\_  
 Ship to the attention/  
 Expedier a: \_\_\_\_\_

Budget no.: \_\_\_\_\_  
 No. de budget: \_\_\_\_\_

SALES TAX END USE INFO/INFO. SUR LA TAXE DE VENTE: RESEARCH/RECHERCHE  TEACHING/ENSEIGNEMENT  OTHER/AUTRE

ITEM/ ARTICLE	QUANTITY/ QUANTITE	MEASURE/ MESURE	DESCRIPTION	UNIT PRIX/ PRIX UNIT.	EXTENSION/ PRIX TOTAL

**PLEASE NOTE:** To be signed only after back of form is read and understood.  
**A NOTE:** Veuillez lire et comprendre l'information qui figure au verso avant d'apposer votre signature.

Department Authorization/  
 Autorisation de l'unite: \_\_\_\_\_  
 Budget Authorization/  
 Autorisation budgetaire: \_\_\_\_\_

Requisitioner to send to the Purchasing Department.  
 Le demandeur envoie la demande au Service des achats.