

REQUISITIONER DETAILS				SUPPLIER BUSINESS DETAILS			
Name:				Business name:			
UOW ID:				Street address:			
Staff		Student:		City:			
Email:				State/Province:		Postcode:	
Phone:				Country:			
AIIM INSTITUTE				SUPPLIER CONTACT DETAILS			
ISEM:				Name:			
IPRI:		RTCF:		Email:			
EMC:				Phone:			

Attach files	Qty	Pack size	Item description (include quotation number(s))	Catalogue number	Unit cost (Ex-GST)	Total cost (Ex-GST)	Project Code OR Cost Centre number
TOTAL DELIVERY COST (Ex-GST)							
TOTAL PURCHASE ORDER VALUE (Ex-GST)							
PLEASE ATTACH THE QUOTATION & ITS SUPPORTING DOCUMENTATION TO THE RELEVANT FILE LINK PLEASE CONSULT WHS PURCHASING GUIDELINES AT: http://staff.uow.edu.au/ohs/workingsafely/purchasing/							

CERTIFICATION (to be completed by Requisitioner)	Y	N	N/A
Have ethics clearances been granted?			
If Y, provide the Ethics Clearance Number			
Does this requisition relate to asset(s)?			
If Y, attach the Asset Number(s) in a text file			
Is this requisition over \$5,000?			
If Y, attach non-competitive quotations			
If Y, attach Justification Statement(s)			
If Y, attach Lifecycle Costing Form(s)			
Does this requisition require advance payment?			
If Y, attach proforma invoice for advance payment			
Have all WHS requirements been considered?			
Do the item(s) comply with Australian Standards?			
Are instructions/manuals supplied in English?			
Do the item(s) require risk assessment(s)?			
If Y, have the RAs been completed?			
If Y, attach Approved RA Number(s) in a text file			
Is this requisition for chemical(s)?			
If Y, is this a re-order?			
• If Y to re-order, attach previous Barcode Form(s)			
• If N to re-order, attach SDS(s)			
• If N to re-order, attach new Barcode Form(s)			
Is there a conflict of interest?			

REQUISITIONER AUTHORISATION	
Name:	
Date:	
E-signature:	
ISEM/IPRI/RTCF SUPERVISOR AUTHORISATION	
Name:	
Date:	
E-signature:	
COST CENTRE AUTHORISATION	
Name:	
Date:	
E-signature:	
WHS/WORKSHOP OFFICER AUTHORISATION	
Name:	
Date:	
E-signature:	

- **ISEM/IPRI/RTCF requisitioners:** Email purchase requisition to ISEM/IPRI/RTCF supervisor.
- **ISEM/IPRI/RTCF supervisors:** If approved, email purchase requisition to cost centre authorisor.
- **Cost centre authorisors:** If approved, email purchase requisition to candace@uow.edu.au for processing.