

MIE Purchase Request System

Link (also available on the MIE website): [MIE Purchase Request](#)

*Users visiting for the first time will be prompted for permissions – you must click **Allow***

If there are any issues, please contact Victoria at vcw.wong@utoronto.ca

Requestor

- **1** – Mandatory fields
- **2** – Supporting documentation
- **3** – Additional resources
- **4** – Submit
 - Will only be available once 1 & 2 are successfully filled/uploaded

The screenshot shows the 'Create Purchase Requisition Request' form. The header includes the title, a link to 'U of T Purchasing Guidelines', and the user's name 'Victoria Wong' with email 'vcw.wong@utoronto.ca'.

Annotation 1 (Mandatory fields): A red box highlights several required fields: '* Supervisor/Fund Holder' (a dropdown menu), '* Description' (a text input with a red error message 'Item description is required.'), '* Qty' (a numeric input with a red error message 'Item quantity is required'), '* Unit' (a dropdown menu with a red error message 'Unit type is required'), and '* Unit Price (CAD)' (a numeric input with a red error message 'Unit price is required').

Annotation 2 (Supporting documentation): A green box highlights the 'Attachments (1 quote recommended)' section, which includes a file upload button and the text 'No attachments selected. Select files (PDFs only)'.

Annotation 3 (Additional resources): A blue box highlights the 'Website Link' section, which includes a text input for 'Link to Product'.

Annotation 4 (Submit): A purple box highlights the 'Submit' button at the bottom right of the form.

The form also includes other sections: 'Fund Number/Name' with a 'CFI Budget Line, if applicable' field, 'Items Needed By' with a date picker, 'Supplier' with a dropdown and 'Add New Supplier' link, 'Category' with a dropdown, and 'Final Location' with a text input. A note at the bottom states: 'Note: For purchases under \$25,000, all items must have a hyperlink to the item listing. Alternatively, at least one quote must be uploaded.' The total cost is shown as '\$0.00'.

Requestor will receive an email confirmation that the requisition is submitted for supervisor's approval.

Purchase Requisition: Submission Confirmation - 6525

 Summarize



FASE Workflow Notification <FASE.fit.powerautomate@utoronto.ca>
To  Victoria Wong



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Wed 2026-08-19 12:27 PM

Submission Confirmation

Status	Submitted for Review
Category	Equipment
Needed By	
Supplier	6525
Total Cost	\$1.00
Supervisor/Fund Holder	Victoria Wong

Purchase Request ID: 68

This is an automated email sent to you by the FASE Purchase Requisition System. Replies are not monitored. To ensure you receive future communications, please add fase.fit.powerautomate@utoronto.ca to your safe sender list.

Supervisor/Fund Holder – receives email notification to approve the requisition. Please click on “[View Requisition Request](#)”

Purchase Requisition: Fund Holder Approval Needed - Victoria Wong - 6525 \$1.00

 Summarize



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To  Victoria Wong



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 If there are problems with how this message is displayed, click here to view it in a web browser.

Fund Holder Approval Needed

New Request Submitted

Status	Submitted for Review
Requester	Victoria Wong
Category	Equipment
Needed By	
Supplier	6525
Total Cost	\$1.00
Fund Number/Name	
Supervisor/Fund Holder	Victoria Wong

[View Requisition Request](#)

Purchase Request ID: 68

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Supervisor/Fund Holder must complete the following:

- **1** – Mandatory fields
- **2** – If there are any issues, reject or,
- **3** – Approve if all items are good
- **Please note:** After the supervisor/fund holder approves the requisition, MIE purchasing coordinator receives the requisition for purchase of the services and or goods.

Review Purchase Requisition Request [U of T Purchasing Guidelines](#) *Current Status: Submitted for Review* Victoria Wong [vcw.wong@utoronto.ca](#)

Requester

Victoria Wong

* Supervisor/Fund Holder

Victoria Wong <vcw.wong@utoronto.ca>

* Fund Number/Name

CFI Budget Line, if applicable

Items Needed By

Select a date...

* Supplier [Add New Supplier](#)

6525 <kkkkk>

* Category

Equipment

Final Location

Building/room where items will end up in

Attachments (1 quote recommended)

No attachments selected.

Select files (PDFs only)

Comments (required if rejecting): Enter comments

Total Cost (CAD): \$1.00

Reject **Approve**

Requestor will receive an email when the Requisition items have been ordered.

Purchase Requisition: Purchase Request Items Ordered - MedStore

 Summarize



FASE Workflow Notification <FASE.fit.powerautomate@utoronto.ca>

To  Victoria Wong



 Reply

 Reply All

 Forward





Wed 2026-08-19 10:00 AM

Purchase Request Items Ordered

Status	Purchased
Category	Supplies
Needed By	
Supplier	MedStore
Total Cost	\$1.00
Supervisor/Fund Holder	Victoria Wong

Note: Items will be delivered to the [MIE office in MC106](#).

Purchase Request ID: 67

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Requestor receives a Pickup notification when items arrive in MIE Shipping/Receiving area.

Purchase Requisition: Purchase Request Items Received - Staples Canada



FASE Workflow Notification <FASE.fit.powerautomate@utc>

To Victoria Wong

Cc Victoria Wong

Summarize

Reply

Reply All

Forward

Thu 2026-08-13 3:50 PM

Purchase Request Items Received

Status	Received
Category	Supplies
Needed By	2026-08-14
Supplier	Staples Canada
Total Cost	\$6.50
Supervisor/Fund Holder	Victoria Wong

Note: Pick up your items from the [MIE office in MC106](#). and ensure they are moved in a timely manner (Mc123).

Purchase Request ID: 66

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