

REQUISITION FOR SUPPLIES

UNIVERSITY OF TORONTO
MECHANICAL AND INDUSTRIAL ENGINEERING

Date: <input style="width: 90%;" type="text"/>	Supplier's Name: <input style="width: 90%;" type="text"/>
Requested by: <input style="width: 90%;" type="text"/>	Salesperson: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	E-mail: <input style="width: 90%;" type="text"/>
Phone No.: <input style="width: 90%;" type="text"/>	Phone No.: <input style="width: 90%;" type="text"/>
Fund Name/ No.: <input style="width: 90%;" type="text"/>	Street: <input style="width: 90%;" type="text"/>
PI / Prof. Name: <input style="width: 90%;" type="text"/>	City/Prov.: <input style="width: 90%;" type="text"/>
CFI Budget Line Number: <input style="width: 90%;" type="text"/>	Postal Code: <input style="width: 90%;" type="text"/>
PI / Prof. Approval: <input style="width: 90%;" type="text"/>	

Note:

- ☞ When ordering equipment/furniture, please **specify final location for inventory purposes.** Rm/Lab. #
- ☞ Order under **\$10,000 price may change without notice if a formal quotation is not provided.**
- ☞ Order over **\$10,000 and less than \$49,999 require 2 written quotations.**
- ☞ Order over **\$50,000 and less than \$99,999 require 3 written quotations.**
- ☞ Order over **\$100,000 require a “Public Tender” process.**

For any questions, please check: <https://www.procurement.utoronto.ca/programs-and-services/purchasing-goods-services>
or contact the MIE Purchasing Coordinator at purchasing@mie.utoronto.ca.

QTY	UNIT	CATALOGUE #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
TOTAL:				\$	