

# REQUISITION FOR SUPPLIES

MIE

UNIVERSITY OF TORONTO  
MECHANICAL AND INDUSTRIAL ENGINEERING

Date: <input style="width: 280px; height: 25px;" type="text"/> Requested by: <input style="width: 280px; height: 25px;" type="text"/> Email: <input style="width: 280px; height: 25px;" type="text"/> Phone No.: <input style="width: 280px; height: 25px;" type="text"/> Fund Name/ No.: <input style="width: 280px; height: 25px;" type="text"/> Grantee Name: <input style="width: 280px; height: 25px;" type="text"/> CFI Budget Line Number: <input style="width: 220px; height: 25px;" type="text"/> Grantee Signature: <input style="width: 250px; height: 25px;" type="text"/>	Supplier's Name: <input style="width: 300px; height: 25px;" type="text"/> Salesperson: <input style="width: 300px; height: 25px;" type="text"/> Phone No.: <input style="width: 120px; height: 25px;" type="text"/> Fax: <input style="width: 120px; height: 25px;" type="text"/> Street: <input style="width: 300px; height: 25px;" type="text"/> City/Prov.: <input style="width: 300px; height: 25px;" type="text"/> Postal Code: <input style="width: 300px; height: 25px;" type="text"/>
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**Note:**

- ☞ When ordering equipment/furniture, please **specify final location for inventory purposes** Rm/Lab. #
- ☞ Items **less than \$5,000 price may change without notice if a formal quotation is not provided**
- ☞ Items over **\$5,000 and less than \$25,000 require 2 written quotations** attached.
- ☞ Items over **\$25,000 and less than \$100,000 require 3 written quotations** attached.
- ☞ Items over **\$100,000 require a “Public Tender” process.**

For any questions, please check: <http://www.finance.utoronto.ca/Page90.aspx> or contact the Purchasing Officer.

QTY	UNIT	CATALOGUE #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
TOTAL:					\$0.00