PURCHASE REQUISITION

Deliver to IT Services E255H

Office Computing Services Computer Procurement

MOUNT ROYAL UNIVERSITY 1910

IT Services Office Computing Support

Year	

Req. #

P.O. #: _____

Suggested Vendor and Address: _____

_____

_____

Vendor Contact: _____

Phone: _____

E-mail: _____

Deliver by Date: _____

Ship to Location: _____

OCS Order #   Service Desk Ticket #

Item	Quantity Unit	Asset Number	Serial Number	Description - *Please include catalogue #, Part # Model # Style, Size, Etc.* **(if available, attach quotation)**	Unit Price	Unit Total

Req. Item	Fund	Org	Account	Program	Activity		
						Subtotal	
						Shipping	
						GST	

US Currency ☐

Total	

In approving this purchase requisition, you are agreeing to pay all customs charges, duty, GST as applicable from the FOAP provided on this requisition.
Please note a Requestor cannot be an Approver.

Requestor: _____ Printed Name

Local: _____

Approver: _____
Printed Name

_____
Signature

Date: _____ Requesting Department: _____

Financial Services Review: _____

For OCS Use Only

☐ Lease Inventory ☐ Operating Inventory ☐ Special Order ☐ Transfer from IT SCS ☐ Non Warranty Part

For university standard computer specifications, please review the MRU Computing Standards PDF: www.mtroyal.ca/cs/groups/public/documents/pdf/mrucomputingstandards.pdf