SWINBURNE UNIVERSITY OF TECHNOLOGY

Faculty of Engineering & Industrial Sciences

Product / Expenditure Authorisation Order Form

PRODUCT INFORMATION

Cat #	Product	Units	Unit Price	GST	Total
		Del			
		Total			

HAZARDOUS MATERIALS SAFETY DATA SHEET (MSDS)
DO YOU HOLD A CURRENT MSDS? YES NO (PLEASE CIRCLE)

ORDER VERIFIED BY AREA HAZARDOUS MATERIALS OFFICER ……
PLANT ITEMS – LOCATION……

SUPPLIER INFORMATION

Supplier Name			
Contact Name			
Address			
Phone			
Email			

ORDERING INFORMATION

Date of order	
Order placed by	
Account Code	
Authorisation Name Signature	

PURCHASE / EXPENDITURE JUSTIFICATION AND SUBSTANTIATION **(MUST BE COMPLETED)**

COMPLETE AND SUBMIT TO FACULTY FINANCE OFFICER