

Faculty of Life & Social Sciences Product / Expenditure Authorisation Form



SUBMIT COMPLETED FORM TO:

Faculty Finance Office - AS317 or internal mail H31 or
 Research Centre Administrators – BPsyC ATC920 or internal mail H99
 ISR EW121 or internal mail H53

Approved form to be returned to the following area for ordering:

- IT Purchase Requests - ITS Client Service Manager FLSS
- Lab Consumables, Licenses, Equipment - Technical Resource Manager
- Other Purchase requests - Faculty Finance Office

PRODUCT INFORMATION:					
Cat #	Product	No. of Units	Unit Price (ex GST)	Total Cost (ex GST)	Total Cost (Incl GST)
		Delivery			
		Total			

HAZARDOUS MATERIALS SAFETY DATA SHEET (MSDS):

DO YOU HOLD A CURRENT MSDS? YES NO
 ORDER VERIFIED BY AREA HAZARDOUS MATERIALS OFFICER

Supplier Information: (Purchase/Expenditure justification and substantiation must be completed):		
Supplier Name:		
Contact Name:		
Address		
Phone:	Fax:	
Email:		

PRODUCT/EXPENDITURE INFORMATION (JUSTIFICATION AND SUBSTANTIATION MUST BE COMPLETED):		
Request placed by	Name:	Phone:
	Date of order:	Email:
Account Code:		
Justification of purchase (include subject codes if for teaching)		

AUTHORISATION	FLSS FINANCE USE ONLY
Account Holder: Signature: _____ Date: _____	Account Balance (inc. commitments): _____
Authorisation by Dean or Faculty Manager: Signature: _____ Date: _____	Budgeted Amount: _____
	Processed by: _____ <input type="checkbox"/> Purchase Order <input type="checkbox"/> Credit Card <input type="checkbox"/> International Payment <input type="checkbox"/> Internal Transfer