



Purchase Application Form
For Non-recurring item and over \$1,000

Account use
Receive date:
Purchase number:
Account charged to:

Recommended Supplier		Supplier Name:	
Category:	Description:	Quantity	Amount
		GST Total:	
		Gross Amount:	

Other Supplier		Supplier Name:	
Category:	Description:	Quantity	Amount
		GST Total:	
		Gross Amount:	

Other Supplier		Supplier Name:	
Category:	Description:	Quantity	Amount
		GST Total:	
		Gross Amount:	

Name (Print): _____

Title (Print): _____

Signature of Originator: _____

Payment < \$1,000 (Please use Payment Requisition Form)	<input type="checkbox"/> \$1,000 ≤ Payment < \$5,000 Reviewer (IM/AM/GM): Management Approval:	<input type="checkbox"/> Payment ≥ \$5,000 Reviewer (IM/AM/GM): Management Approval:
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Remarks: IM=Immediate Manager / AM=Administrative Manager / GM = General Manager