

Reminders:

- More detail is better than no detail
- Review your submission for accuracy
- Ensure that you submit all the necessary documents and approval to support your requisition

Part 1: Download the Purchase Requisition Form

Step A - Download and fill the appropriate Purchase Requisition Form

1. Download the appropriate form [here](#):
 - The LVPO Form for Low value Purchases (< \$5,000 before tax) and BioBar Purchases
 - The HVPR form for High value Purchases (>= \$5,000 before tax)
2. Fill the mandatory information:
 - a) Supplier Information
 - b) University Information
 - c) Requisition Date
 - d) Items Information
 - e) Specify is this order is for Tri-Council and if this is an import order
 - f) Add the tax percentage depending on the applicable taxes. The subtotal and total will be auto-calculated
 - g) Select Currency

TO (supplier - name, address, postal code)

Phone:
Fax:

Requisition Date
YYYY - MM - DD

SHIP TO: University of Guelph
CAMPUS: GUELPH
BLDG/RM #:
DEPT:
STREET:
CITY/PROV:
ATTN:
PHONE/EXT:

Item #	Qty Ordered	Qty Received	Unit	Part No., Code, Description etc.	Price / Unit	Amount
						\$ 0.00

For Tri - Council? Y | N - If yes, the grant leader or an authorized delegate must authorize this order

Import Order? Y | N - If yes, a copy of this order must be emailed to customs@uoguelph.ca prior to shipping

SUBTOTAL	\$ 10.00
Tax	15.00%
TOTAL	\$ 11.50

Currency

CAD

Step B – Gather department coding and Designate Authority approval (the Designate Authority is the person that is authorized to purchase on the funding source).

1. The Designate Authority must fill the following fields of the form
 - a) Department Coding
 - b) "Authorized by" box (this must be a physical signature)

Item #	Quantity	Fund	Unit	Grant	Project	Object	Amount

AUTHORIZED BY

Signature _____

Print Name _____

Step C – In case of High Value Purchase Order:

1. Gather the required Quotes based on the following (for non-consulting goods):
 - a) When the total order value is in the range of \$5,000 to \$25,000 (excluding \$25,000) a minimum of two written quotes are required.
 - b) When the total order value is in the range of \$25,000 to \$100,000 (excluding \$100,000) three written quotes through an invitational competitive procurement are required.
 - c) When the total order value is \$100,000 and above, there must be an open competitive procurement made through an electronic tendering system.
 - d) Where the order value is \$5,000 or above and only one vendor can offer the requested good or service, the requester must fill a [Single Source Form](#)
2. Gather the required Approvals based on the following:
 - a) In case of Single Source (for orders of \$5,000 and above) the appropriate signatures must be provided at the end of the form, including approval from Assistant Manager, Purchasing Services

Note: Refer to Purchasing Policy [here](#) for any further details

Step A Open a FootPrints ticket via the Online Request Form [here](#). (Using Google Chrome is recommended)

1. Fill the following mandatory fields:

- a) Provide your information
- b) Select the type of request:
 - o Low Value Purchase Requisition where the total value of the purchase is below \$5,000 before tax
 - o High Value Purchase Requisition where the total value of the purchase is equal to or above \$5,000 before tax
 - o BioBar Purchase Requisition where you need to make a purchase from the BioBar.
 - o If applicable, follow the on-screen prompts
- c) A meaningful title and description with any necessary details to help the Financial Clerk to understand potential specificities for this purchase
- d) Attach the completed Purchase Requisition form, as well as the quotes and additional approvals in case of High Value Purchase Requisition
- e) Click on "Submit"

Contact Details

(Primary Contact Person)

Email Address

First Name

Last Name

Request

Title

Additional Comments

Attachment 1

Drop files or click here to upload

Submit

Step B - For BioBar Purchase only:

1. Receive the BioBar Purchase Requisition form approved by email
2. Print the form twice:
 - a) Give one exemplary to the BioBar
 - b) Sign the "Received by" box of the other, scan it and send it back to the Financial Clerk

Important: Be careful to send the signed form by responding to the FootPrints email, to ensure that the form will be attached to the related FootPrints ticket.

RECEIVED BY

Signature

Print Name

	Contact Details
General Enquiries	ovcsas@uoguelph.ca OVCE Rm: 2631