**Supply Management – Purchase Requisition form**

Purchase Orders must be created for purchases greater than $3,500 including taxes.

A Purchase Requisition Form must be completed and sent to Supply Management for planned purchases over $3,500.00 with appropriate supporting documentation attached (e.g. quotes or specifications etc).

Link to the form: <http://www.supplymanagement.ubc.ca/forms/purchase-requisition-form>

Instruction: <http://www.supplymanagement.ubc.ca/purchasing-operations/how-complete-purchase-requisition-form>

Effective April 1st, 2011, vendors will be instructed to send purchase order invoices directly to the UBC end-user / contact person requesting the goods/services. The PO Number should be shown prominently on the Invoice.

The requesting department will confirm the receipt of goods/services, authorize the invoice for payment (with “OK to pay”, authorizing signature, signatory’s printed name and date) and then scan and email the invoice to Financial Services Accounts Payable for processing payment.  **IMPORTANT: Only the PO number (10-digits) should appear in the "Subject" field of the email.** Departments should keep the original invoice for audit purpose