

# PR1 - Purchase Requisition Request – for items less than \$5,500 (inc GST)



## Higher Education

This form is to be completed by the department and forwarded to FPP – Business Operations to raise a Purchase Requisition.  
 If the request is prior to finalising the purchase, please attach any relevant quotations or supporting documentation from the supplier.  
 If the request is post purchase, please sign the invoice to acknowledge goods receipt and submit the supplier's invoice with this form.  
 The completed form and supporting documentation will be attached to the Purchase Requisition in Finance One.

**Requestor Details:**     Staff                                     HDR Student \* (see below)

Staff/Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Staff – 6 digits OR Student – 7 or 9 digits

Email Address: \_\_\_\_\_@swin.edu.au

Contact Number: \_\_\_\_\_

HDR Resource Funding	Opening Balance (\$)	Current Request (\$)	Remaining Balance
<small>* If this request relates to HDR resource funding, the student is required to complete this section</small>			

### Supplier Information – (not required if the supplier invoice has already been received > go directly to the Charging Details section)

Trading Name: \_\_\_\_\_

ABN: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Does the Approved Purchase Order need to be sent to the supplier?**                     Yes                     No

Description of Goods and/or Services	Quantity	Unit Price	Subtotal GST Excl	GST	Total GST Incl
<b>Total:</b>					

**Does the item being purchased require a materials safety data sheet (MSDS)?**     Yes                     No

If yes, the order needs to be verified by the Hazardous Materials Officer/Safety Co-ordinator.

Safety Co-ordinator Name: \_\_\_\_\_ Verified:  Yes                     No

### Charging Details – General Ledger Account Code

Please enter the Entity, Department and Project Code – natural account can be determined by Bus Ops if unknown

Entity	Department	Project	Natural Account	Amount (if split charging)

Authorisation/Approver	Name/Position	Signature	Date
Principal Supervisor (HDR Students)			
Account Manager – if different from above (if required)			
Centre Director/ADRE/Dean (if required)			
Executive Dean/FBM (Not required for HDR Students)			

Please forward the completed form and supporting documentation to Finance, Planning and Performance (FPP) for processing

Email: [fpp@swin.edu.au](mailto:fpp@swin.edu.au)    **OR**    Internal mail: Finance, Planning and Performance – Mail No. H31