Low Value Purchase Order: _______________

(Department Internal use only)

TO (supplier - name, address, postal code)

UofG SES

SHIP TO:	**University of Guelph**
CAMPUS:	Guelph
BLDG/RM #:	
DEPT:	School of Environmental Sciences (SES)
STREET:	50 Stone Rd E
CITY/PROV:	Guelph, ON
ATTN:	
PHONE/EXT:	

Quote Number: ______________________ Date ordered: ____________________________

Requested by: ______________________ Signature: ____________________________
(Researcher/Authorized delegate)

Grant/Project #: _____________________

Item #	Qty Ordered	Part No., Code, Description etc.	Price / Unit	Amount

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

NOT TO EXCEED $5,000.00

Shipping Instructions and Note to Supplier:

SUBTOTAL	
Tax	
TOTAL	
Currency	

Internal Use Only

ORDERED BY (Purchasing Clerk)

Signature

Print Name

AUTHORIZED By (Director or delegate)

Signature

Print Name

Item #	Quantity	Fund	Unit	Grant	Project	Object	Amount

All invoices shall specify this Low Value Purchase Order number and be emailed to acctspay@uoguelph.ca
Bill to: University of Guelph, Payment Services, University Centre Level 5, 50 Stone Road East, Guelph, Ontario, Canada N1G 2W1
UNIVERSITY OF GUELPH TERMS & CONDITIONS RELATING TO THIS PURCHASE ORDER CAN BE FOUND ON LINE AT:
www.uoguelph.ca/finance/standard-purchase-order-terms-and-conditions