



Web Requisition Instructions:

- enter one commodity line for fees before taxes coded to acct 7561
- enter one commodity line for expenses before taxes coded to acct 7585
- attach a research project description (e.g. proposal) to the web requisition
- attach this form and submit the requisition to Purchasing (if someone other than the budget holder completes the requisition, submit it to the budget holder and then to Purchasing)

Purchase of Services: All purchases of services must conform to the principle of competitive bidding (see: http://www.unbc.ca/sites/default/files/assets/policy/pcrm/pcrm_purchasing.pdf).
 3 quotes attached or
 3 written bids resulting from an RFQ or
 Contract awarded in the RFP process or
 Sole Source Justification (only one known source of supply). The reasons why alternative service providers are not acceptable MUST be provided.

Fund/Org: Fund: _____ Org: _____
 Budget Holder: _____
 Funding Agency: _____
 Funding Agency Project Reference Number: _____
 Project Title: _____
 Romeo number assigned by the Office of Research: _____
 REB/ACUC Approval Number: _____ or _____ Not required

Contractor: Company Name: _____
 Contact Person: _____ Title: _____
 Phone Number: _____
 Mailing Address: _____
 Email Address: _____
 WorkSafeBC Number: _____

Term: Start: _____ End: _____

Amount: Fees: \$ _____ plus applicable taxes
 Rate: \$ _____ per _____
 Expenses: \$ _____ plus applicable taxes (*contractor must submit original receipts*)
 Eligible expenses are:
 Travel (if eligible) reimbursed at: UNBC rates Other: _____

Invoicing: One invoice upon completion Monthly invoices Other: _____

The contractor is a *small supplier* as defined by the Canada Revenue Agency and therefore does not charge GST/HST

Services: Description of services the Contractor will provide (Must be completed in detail or the web requisition will be sent back.): (insert or attach separately)
 The Contractor must submit monthly progress reports
 The services involve risk to UNBC personnel or property
 Milestone dates: _____
 Standards/Acceptance Criteria: _____