Australian National University

Financial Shared Services
Enquiries: (02) 6125 4777 or
Financial.Shared.Services@anu.edu.au

Request for Purchase Order

Supplier details

Supplier Name:		ANU Supplier ID#	
Address:			
State:		Postcode:	
ABN:		Phone/s:	
Contact Person		Email:	

Items for purchase

Item details (please include any relevant descriptions which should be included in the PO)	**Qty**	**Amount excl. GST**	**GST** (if applies)	**Total Amount**
		$	$	$ 0.00
		$	$	$ 0.00
		$	$	$ 0.00
		$	$	$ 0.00
		$	$	$ 0.00
Delivery Address:		**Total Amount ($ AUD)** *please select Required Currency first below under Requestor Details*		$ 0.00
		Charge Code		
		RFx # (ANUxx-xxx) [2] / Contract # ***(if applicable to this order)***		

Requestor details

- ☐ I confirm the purchase will be subject to the Purchase Order Terms and Conditions and no supplier terms shall apply.
- ☐ I have attached quote pricing page from supplier.
- ☐ For expenditure of $5k or greater, I have attached relevant procurement documentation.
- ☐ I have attached Supplier Create/Amend Form (if required)
- ☐ Invoice will be in foreign currency. Required Currency: $ AUD - Australian Dollar

Name:		Phone:#	
Business unit:		Uni ID:	

Financial delegate

I hereby confirm that I hold appropriate delegation to authorise the Purchase of the Item/s listed above in accordance with the Purchase Order Team and Conditions. As the financial delegate, I endorse the procurement of the purchase of above items the exercise of which is undertaken with due care and diligence, in good faith and for proper purpose, as required by the Public Governance, Performance and Accountability Act (2013).

Delegate Signature[1]	*and/or* ☐ Written Approval is attached				
Expenditure Delegation 220 Dollar Limit		Email:			
Name:		Uni ID:		Date:	

Please submit completed form to Financial.Shared.Services@anu.edu.au

[1]Please note signatures can be obtained by Docusign
[2] RFx is an acronym: request for x, where **x** is a variable that stands in for different types of procurement strategies. We assign a unique identifier (referred to as an RFx #) for each procurement entered into our Annual Procurement Plan. Assigning an RFx ensures that we create an auditable trail for each procurement. Your RFx # should be used in all documentation relating to your procurement – starting with your Procurement Plan and ending with your contract.