

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: _____
"S" 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: _____