

Stores & Purchasing Requisition

Chemistry Stores & Procurement Centre



THE UNIVERSITY OF
MELBOURNE

SUGGESTED SUPPLIER, PHONE & FAX NUMBER

CAT NO	DESCRIPTION GOODS/SERVICES	UNIT PACK SIZE	QTY	UNIT PRICE	STORE USE ONLY
DELIVERY & HANDLING CHARGES			TOTAL		

Have all Environment Health & Safety Issues associated with the above purchase been taken into consideration? **YES/NO**
> **Please Complete Reverse of Form** <

If **Yes** Have the necessary steps been taken in compliance with EH&S Procedure & University Policy?

SUPERVISOR'S SIGNATURE		ENDUSER NAME & PHONE NUMBER			DATE ____ / ____ / ____	
ACCOUNT CODE					REQUISITION PURCHASE ORDER NUMBER	
01	610	- -	7/27/1	- - - - -		
UOM	DEPT	SECTION	ACCOUNT NUMBER	PROJECT	GROUP	ACTIVITY LOCATION

Account Number **MUST** be quoted for all non store purchases. (Requisitions will otherwise be **RETURNED**)

> **EUD Forms / Online Catalogue / Supplier Information @ <http://store.chemistry.unimelb.edu.au/>**

Signatory Responsibility for Environment Health & Safety Requirements

- The authorized signatory has responsibility for EH&S requirements associated with the purchase/requisition of goods & services.
- Obtaining Material Safety Data Sheets that relate to any hazards in association with chemicals, machinery, laboratory apparatus. Use of appropriate Personal Protective Safety Equipment as required.
- Chemical purchases may require end user statement, permit, license or warrant. Seek advice from School's Safety Officer &/or Risk Management Office.
- Where applicable, all goods & services purchased should comply with legislative requirements & Australian Standards, and made reference to on Stores & Purchasing Requisition form.

University Purchasing Procedures/Quotations

- Orders less than \$5,000, a supplier from the University's preferred supplier list may be used. If supplier not listed, two quotations should be obtained.
- Orders between \$5,000 & \$60,000, use University preferred suppliers, or obtain three written quotations.
- Orders over \$60,000 require three written quotations and the Tender Board must be contacted. Purchases greater than \$200,000 must be referred to the Tender Board prior to obtaining quotations.

Please Complete Relevant Information

Safety Compliance Information

- | | | |
|--|---------------------|----------|
| • Product/Service have Australian Standard | A S No _____ | Yes / No |
| • Supplier has accreditation | NATA / ISO No _____ | Yes / No |

Repair & Maintenance

- | | | |
|-----------------------------------|----------|----------|
| • Mechanical Workshop consulted? | PH 46489 | Yes / No |
| • Glassblower consulted? | PH 46508 | Yes / No |
| • Electronics Workshop consulted? | PH 45544 | Yes / No |

Chemicals

- | | | |
|---|----------|----------|
| • MSDS available | | Yes/ No |
| • End user aware of related safety issues? | | Yes / No |
| • Laboratory equipped to store chemical? | | Yes / No |
| • Disposal method & procedure in place? Contact School Safety Officer | PH 44027 | Yes / No |

Furniture

- | | | |
|---|--|----------|
| • Does it meet EH&S Standards? Risk Management: http://www.unimelb.edu.au/rmo/ | | Yes / No |
|---|--|----------|

Clothing & Protective Equipment

- | | | |
|--|--|----------|
| • Does it meet University EH&S Standards? Risk Management: http://www.unimelb.edu.au/rmo/ | | Yes / No |
|--|--|----------|

Equipment

- | | | |
|--|----------|----------|
| • Does it meet Australian Standards? http://www.standards.com.au/ | | Yes / No |
| • Plant Assessment been conducted? | | Yes / No |
| • Risk assessment been conducted? | PH 44027 | Yes / No |

Computer & Related Equipment

- Before computer and/or related equipment can be purchased, authorization must be obtained from ITAAG
- (The University's **Information Technology Acquisitions Approval Group**)
- Contact Chemistry School's IT Division: <https://it.chemistry.unimelb.edu.au/>

Handling & Storage of Goods on Delivery

- | | | |
|--|----------|----------|
| • Will delivery require fork lift or crane unloading? | PH 46504 | Yes / No |
| • Has the store been advised of all safety precautions in handling of goods? | PH 46504 | Yes / No |
| • Refrigeration required on arrival? | PH 46504 | Yes / No |

Authorized Supervisor's Signature _____