Department of Mathematics and Statistics
Purchase Request Form

Supplier: ____________________________ Is this order urgent? Y / N  Req’d by ……… /…… /…….
Fax: ____________________________ Phone: ____________________________

<table>
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<tr>
<th>Description</th>
<th>Cat No:</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
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Total

Name: ____________________________ Account: ____________________________
Date: …….. /…… /…… Signature: ____________________________

EHS PRE-PURCHASE CONSIDERATIONS

THIS SECTION MUST BE COMPLETED

Are there any Environmental Health & Safety or other special considerations with the purchase of these items? Y / N

If yes to previous question, have you taken necessary steps in compliance with Environmental Health & Safety requirements? Y / N

If YES, you MUST complete the following checklist to ensure compliance with EH&S requirements.

Equipment
Does the item meet Australian Standards? AS……….. Yes/No/NA
Has a plant/risk assessment been conducted? AS……….. Yes/No/NA

Furniture
Does the item meet Australian Standards? AS……….. Yes/No/NA
Have all ergonomic factors been considered? Yes/No/NA

Environmental Impact
Can the packaging materials be re-used or re-cycled? Yes/No/NA
Can the item create an environmental hazard (explosion of fumes, leakage etc)? Yes/No/NA

Delivery of Goods
Are there manual handling issues associated with the delivery of this order? Yes/No/NA
If YES have the appropriate staff been informed? Yes/No/NA

Please attach any relevant additional information to this Purchase Request Form

Signed (Person making Request): ____________________________ Date: …….. /…… /……

Verification on Delivery
The goods received met with the requirements of the purchase specification.

Signed: ____________________________ Date: …….. /…… /……