



**Departmental Purchase Order**

**Purchase Order No:** \_\_\_\_\_

**University of Toronto**  
**Department of Materials Science and Engineering**

Total value of goods & services on D.P.O.  
 cannot exceed \$5000 Cdn funds  
 HST # R 108162330 Importer # UTO 50001 1

**Send Invoices To:**  
 Department of Materials Science & Engineering  
 184 College Street, Rm. 140  
 Toronto, Ontario M5S 3E4  
 Attn: MSE Finance Coordinator  
 Email: mse.finance@utor ca

**Order confirmations:**

<b>Company Name:</b> _____ <b>Company Email</b> <b>to send PO:</b> _____ <b>Attention:</b> _____ <b>Telephone:</b> _____	<table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Ordered by:</b> _____</td> <td style="width: 50%;"><b>Date:</b> _____</td> </tr> <tr> <td><b>Room No.:</b> _____</td> <td></td> </tr> <tr> <td><b>Telephone:</b> _____</td> <td style="text-align: right;"><b>CC/IO:</b> _____</td> </tr> <tr> <td><b>Fax:</b> _____</td> <td style="text-align: right;"><b>CFC:</b> _____</td> </tr> <tr> <td><b>E-Mail:</b> _____</td> <td style="text-align: right;"><b>CF:</b> _____</td> </tr> <tr> <td><b>Supervisor:</b> _____</td> <td></td> </tr> <tr> <td><b>100% Research:</b> Yes      No</td> <td style="text-align: right;"><b>Quote #:</b> _____</td> </tr> </table>	<b>Ordered by:</b> _____	<b>Date:</b> _____	<b>Room No.:</b> _____		<b>Telephone:</b> _____	<b>CC/IO:</b> _____	<b>Fax:</b> _____	<b>CFC:</b> _____	<b>E-Mail:</b> _____	<b>CF:</b> _____	<b>Supervisor:</b> _____		<b>100% Research:</b> Yes      No	<b>Quote #:</b> _____																																																										
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