



## Departmental Purchase Order

Total value of goods & services on D.P.O.  
cannot exceed \$10000 Cdn funds.  
HST # R 108162330 Importer # UTO 50001 1

### Bill To:

University of Toronto  
Department of Materials Science and Engineering  
184 College St, Room 140  
Toronto, ON, Canada, M5S 3E4

**Attn:** MSE Financial Coordinator

**Email:** mse.finance@utoronto.ca

**Purchase Order No:**

**Date:**

### Ship To:

University of Toronto  
Department of Materials Science and Engineering  
184 College St., Room 140  
Toronto, ON, Canada, M5S 3E4

**Attn:** UTMATSCIET-

Company Name:

Company Email:

Attention:

Quote #:

Ordered By:

Email:

Supervisor:

Supervisor Signature:

CC/IO:

CFC:

CF:

Item	Quantity	Description	Catalogue #	Unit Price	Quantity x Unit Price
				Total:	

**NOTE:** PO form must be completed in full and quotes must be attached and combined into one file (if applicable). Incomplete PO's will be returned and will not be processed until all required information is provided.