

Capital Asset Purchase Order No:

Departmental Capital Asset Purchase Order

Date:

Total value of equipment on D.P.O.
cannot exceed \$10,000 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

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

Attn: UTMATSCIET-

Attn: MSE Financial Coordinator

Email: mse.finance@utoronto.ca

Company Name:

Ordered By:

CC/IO:

Email:

Company Email:

Supervisor:

CFC:

Attention:

Supervisor Signature:

CF:

Quote #:

Item	Quantity	Description including Model Number	Equipment Location, Bldg/Rm	Catalogue #	Unit Price	Quantity x Unit Price
					Total:	

Computer User(s): (For computer purchases, provide the name of the individual(s) who will be assigned the computer.)

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.