

## Purchase Requisition - page 1 of 2

PO# \_\_\_\_\_

Ordered by: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Email: \_\_\_\_\_

FOAPAL: \_\_\_\_\_ NSERC ☐

Phone: \_\_\_\_\_

FOAPAL Current Balance: \_\_\_\_\_

Deliver To: \_\_\_\_\_

Less Requisition: \_\_\_\_\_

New Balance: \_\_\_\_\_

**Company Information:** \_\_\_\_\_  
(name, address,  
telephone, fax  
contact name) \_\_\_\_\_  
\_\_\_\_\_

**Note:** All purchases greater than \$5,000 require two quotations from different vendors -- Quotes Attached: Yes ☐ No ☐  
All purchases greater than \$20,000 require tendering by Supply Management Services. ([purchase@uregina.ca](mailto:purchase@uregina.ca))  
All expenditures are to be in accordance with current University policies and procedures.  
(<https://www.uregina.ca/policy/browse-policy/policy-GOV-010-035.html>)

**Approvals:** Approval of the requisition may include additional costs for shipping, taxes, brokerage charges and currency exchange. These expenses may be above the amounts quoted by vendors, and the total amounts may not be available until the invoices are received and paid (e.g. taxes on foreign currency transactions). By signing below, I acknowledge these charges and authorize them to be charged to the FOAPAL above. *By signing, the Faculty Member/Researcher also acknowledges that health, safety, and environmental risks associated with this purchase have been assessed, SDS's reviewed (when applicable), and appropriate hazard controls implemented. The Faculty Member/Researcher also assumes responsibility for eventual disposal of chemicals and associated hazardous wastes.*

\_\_\_\_\_  
Signature of Faculty Member / Researcher

\_\_\_\_\_  
Signature of Program Chair

\_\_\_\_\_  
Signature of Dean or Assoc. Dean (Academic or Research)

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

Is this a hazardous sample acquisition? Yes ☐ No ☐

For ALL hazardous products – ATTACH SDS or Pathogen SDS

Indicate Location/Storage of Chemicals/Samples/Gases: \_\_\_\_\_

**TOTAL:**

### Safety Coordinator Use Only

- Chem Orders: ☐ reviewed by Safety Coordinator  
☐ SDS, GHS labels, SOP reminder sent to researcher(s)  
☐ Listed in *Prohibition of Certain Tox Sub. Regs?* ( Y / N )

### Engg Office Use Only

PCard Purchase Date: \_\_\_\_\_

Ordered By : \_\_\_\_\_

Barcode (if applicable): \_\_\_\_\_

## **Purchase Requisition - page 2 of 2: Complete the applicable checklists.**

*This is to ensure compliance with TDG Regulations, SK OHS Regulations/WHMIS, National Fire Code, Canadian Electrical Code, Public Health Agency of Canada (PHAC) legislation, and UofR Policies.*

---

### **Checklist for Chemicals and Hazardous Samples:**

- ☐ Check your chemical inventory first. Do you already have what you need?
- ☐ Only obtain the smallest feasible volume/weight. Do not order in bulk to get a better deal.
- ☐ In the description on page 1, include the catalog number (if applicable), CAS number, and size of each container (volume, weight, or cylinder type).
- ☐ Include the SDS (from vendor or sample provider) or Pathogen SDS with the requisition.
- ☐ Flammable and combustible liquids in containers >5L will be stored in a flammable cabinet.
- ☐ Flammable and combustible liquid containers >5L are ULC-listed (ULC/ORD-C30).
- ☐ Orders of HF Acid, peroxide formers, and highly toxic or dangerously reactive chemicals will require additional safeguards before purchasing. Send your proposed SOP to [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca).

***If you are acquiring hazardous samples, contact [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca) as soon as possible. Additional details will be required before samples are shipped to ensure compliance with TDG Regulations, SK OHS Regulations/WHMIS, National Fire Code, PHAC legislation, and UofR Policy.***

---

### **Checklist for Compressed Gases:**

- ☐ Include the SDS from the vendor.
  - ☐ They will not be ordered in bulk nor stored (only one spare of each cylinder permitted per lab).
  - ☐ Adequate space is available for the cylinder, with wall or bench clamps and straps or chains.
  - ☐ Order does not include propane cylinders >5lb, which are prohibited indoors.
  - ☐ Orders of toxic gases will require additional safeguards before purchasing. Send your proposed SOP to [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca).
- 

### **Checklist for Equipment (Purchased or Donated):**

1. Does this order include an electrical product that plugs into an electrical outlet? Yes ☐ No ☐
2. If yes to the above, does the electrical product include a certification mark (CSA, cUL, ...)?
  - ☐ If yes, include proof/documentation of this certification for the electrical product.
  - ☐ If no, include the plan to meet the certification requirements for the electrical product and the FOAPAL to charge the certification work (send to [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca) and [Kathy.Varcoe@uregina.ca](mailto:Kathy.Varcoe@uregina.ca)).
3. Does this equipment require any specialized electrical connections (3-phase, hard wiring, 220V), ventilation, gas/air supply, water supply, clearance, etc.? Yes ☐ No ☐
  - ☐ If yes, send the installation guide to [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca) as soon as possible. Include the plan to meet installation requirements and the FOAPAL to charge for renovations.

***The UofR requires all electrical equipment to be Certified for use in SK by one or more of the recognized testing agencies. Please review the [Electrical Certification Marks Approved in SK](#) (login required) for a complete list of certification bodies and certification marks approved in SK.***