How to fill in this Form

Step by step instructions on how to raise a purchase requisition to procure goods & services.

**Step 1-Download the Form.**
Download the [Gas Bottle Requisition Form (BOC)](http://www.uow.edu.au/health/staff/purchasing/index.html) from our Faculty web-page under heading ‘Services & Support’, then ‘Information for Faculty Staff’ and ‘Faculty Purchasing’, which is located at the address below each and every time you would like to make a purchase. The reason for downloading the form each time is so you get the latest version, as older versions will no longer be compatible with current purchasing software.

**Step 2-Obtain Requisition Number.**
Obtain a purchase requisition number from your Departmental contact to enter in the first field of the requisition form named ‘Internal Requisition No.’. This should be an 8 digit number. (eg. 20012345)

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact person</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Office</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Medical School</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Health &amp; Productivity Research Centre</td>
<td>Gunter Sagan</td>
<td>4060</td>
</tr>
<tr>
<td>Faculty IT</td>
<td>Melissa Dietrich</td>
<td>3641</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>Melissa Errey / Nola Hurt</td>
<td>3881 / 4161</td>
</tr>
<tr>
<td>Nursing</td>
<td>Magda Heaslip / Heather Todd</td>
<td>4912 / 3339</td>
</tr>
<tr>
<td>Nursing Lab Bldg 22</td>
<td>Elfi Ashcroft</td>
<td>5541</td>
</tr>
<tr>
<td>Psychology &amp; Northfields Clinic</td>
<td>Lisa Czubala</td>
<td>3637</td>
</tr>
<tr>
<td>Graduate School of Public Health</td>
<td>Bev Moate</td>
<td>3463</td>
</tr>
<tr>
<td>iiMH</td>
<td>Marie Johnson</td>
<td>4207</td>
</tr>
<tr>
<td>Smart Foods Centre</td>
<td>Stuart Parker</td>
<td>4968</td>
</tr>
</tbody>
</table>

**Step 3-Requisition Date.**
Enter the date you filled in the Requisition Form in the field named ‘Requisition Date’.

**Step 4-Department / Unit.**
Select the Department you are working for in the field named ‘Department / Unit’.

**Step 5-Enter contact details.**
Enter your name, a location you can be found, contact phone number and email address in the fields under ‘Requisitioner’s Name’ so if the Purchasing Offer requires any further information can contact you in one of the above-mentioned methods.

*Please Note:* Include Lab where Gas is to be used.

**Step 6-Project Manager/Supervisor.**
Use these fields under the heading ‘Project Manager’ if this person or your Supervisor wishes to sight the Purchase Requisition prior to it being approved by the Financial Delegated Officer. (ie. Head of Department, Director, Administration Officer or Administration Assistant)

**Step 7-Delivery Date.**
Please enter a delivery date that is realistic to the items, which are to be purchased also allowing some time for it to be approved by your Department.

**Step 8-Quote details (if obtained).**
Select the type of quote that you have obtained (ie. Phone, Written, Email or other) and in the last field state either the Quotation Number and its date or simply the date you obtained a phone, email quote, website prices or catalogue with its month/year of distribution.

*Please Note:* Forward all relevant quotes (written or emailed) to the Purchasing Officer with its Requisition Number written on it.
**Step 9-Items Required (Fields marked * are must enter fields).**
Enter the information in the following fields;
* **Quantity:** The amount you require.
* **Units:** Select size of bottle to be purchased (eg. D, E or G).
* **Item Description:** Select the gas that you wish to purchase using drop down menu.
* **Supplier Part Number:** Automatically selected when selecting gas from drop down menu above
* **Cost Centre:** If unknown see worksheet named 'Cost Centres' or contact your Departmental Admin staff for advice.
* **Unit price (Ex GST):** Enter unit price as per quotes, catalogues, etc. Unless not known.
* **Handling/Other Fee:** This is to cover items like dry ice, etc.
* **Freight/Delivery Fee:** Enter price. Unless not known.

**Step 9a-Special Gas Mix or Other Items Required (Fields marked * are must enter fields).**
Enter the information in the following fields;
* **Quantity:** The amount you require.
* **Units:** (eg. EA, Roll, Size D, E or G)
* **Item Description:** Accurate item description
* **Supplier Part Number:** Supplier’s part number used to indentify the item (if not applicable use ‘N/A’)
* **Cost Centre:** If unknown see worksheet named ‘Cost Centres’ or contact your Departmental Admin staff for advice.
* **Object Code:** If unknown see worksheet named ‘Object Codes’ or contact your Departmental Admin staff for advice.
* **Unit price (Ex GST):** Enter unit price as per quotes, catalogues, etc. Unless not known.
* **Handling/Other Fee:** This is to cover items like dry ice, etc.
* **Freight/Delivery Fee:** Enter price. Unless not known.

**Please Note:**
Forward all relevant quotes (written or emailed) to the Purchasing Officer with its Requisition Number written on it.

**Step 10-Other Equipment Purchases/Special Instructions.**
Use this space to give any further instructions (eg. ‘Urgent delivery required’, ‘costs to be split 50/50 with 200 12 3456 & 201 12 3456’, etc).

**Step 11-Financial Delegated Officer.**
Default setting is John Walter. No selection required.

**Step 12-Emailing the Form.**
Once you have reached this Step you should save the completed Form to your hard drive, then email it to the Purchasing Officer. Once the Gas arrives it will be located in the Gas Storage Cage located at the back of the Distribution Centre (Mail Room). Each bottle will be marked with the Date, Department Name, User’s Name and Lab number.

**When returning gas bottles.**
When the end user wants to return any gas bottles they must take them to the above mentioned Gas Storage Cage making sure it is located on the ‘EMPTY’ side of the cage, secured by chain and labeled ‘MT’.

**Useful Web page links within the Purchase Requisition Form.**

i) **Cost Centre No:** Links to a list of Departmental cost centers within the workbook that are currently open.
ii) **Object Codes:** Links to a list of Object Codes within the workbook.
iii) **Financial Delegated Officer’s Name:** Links to current Faculty Delegates who can approve expenses against University Departmental funds under the Public Finance & Audit Act, 1983.
iv) **Purchasing Policy:** UOW Purchasing Policy.
v) **OH&S Considerations for Purchasing:** UOW OH&S considerations for Purchasing Policy.
vii) **OHS032 – Risk Assessment Form:** UOW OH&S –Risk Assessment Form.

**Fields that must be filled in before the purchase can go ahead.**

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Items Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Date</td>
<td>Cost Centre(s)</td>
</tr>
<tr>
<td>Department/Unit</td>
<td>Object Code(s)-Only if Special Gas or Items are required</td>
</tr>
<tr>
<td>Requisitioner’s Details</td>
<td></td>
</tr>
</tbody>
</table>