



**NOTE: QUOTATIONS AND TENDERS - POLICY # 17 APPLIES TO ALL PURCHASES (SEE REVERSE FOR GUIDELINES)**

DATE REQUISITIONED \_\_\_\_\_  
SUGGESTED SUPPLIER \_\_\_\_\_

COMMENTS

SHIPPING ADDRESS - IF OTHER THAN CENTRAL RECEIVING

LINE NO.	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	END USE	PURCHASING USE ONLY
1						

**End-Use Certification for Provincial Sales Tax Exemption**

In accordance with ACT s. 7(1)18 of the Province of Ontario Tax Act, equipment purchased by the University of Waterloo that is designated for and used exclusively (90%) in research or investigation, and repair of, is eligible for sales tax exemption.

"I certify that the equipment to be ordered on this purchase requisition are not for sale and are to be used exclusively for research" (brief explanation of research) \_\_\_\_\_

Signed: \_\_\_\_\_

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

**TO CLAIM POSSIBLE DUTY, FEDERAL AND PROVINCIAL SALES TAX EXEMPTIONS, END USE MUST BE STATED** →

REQUESTOR: TELEPHONE NO. \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ EARLIEST: \_\_\_\_\_ DATE REQUIRED: \_\_\_\_\_ LATEST: \_\_\_\_\_ APPROVED BY DEPT. HEAD/GRANTEE: \_\_\_\_\_ BUYER: \_\_\_\_\_

DELIVER TO: TELEPHONE NO. \_\_\_\_\_ BUILDING: \_\_\_\_\_ ROOM NO. \_\_\_\_\_

ACCOUNTING FLEXFIELD (1) ORG. UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE	DESIGNATED ITEM	SIGNATURE	DATE
ACCOUNTING FLEXFIELD (2) ORG. UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE	DESIGNATED ITEM	SIGNATURE	DATE