

Revised: Jan 2021 v2.0

Purchasing Requisition

Specialist Stores (Not to be used for Chemicals)

Suggested Supplier Address					Phone Number Fax Number		umber	
Catalague	Dogge	intion of Co	ods or Servic	206		Pack Size	Quantity	Unit Price
Catalogue Number	Desci	iption of Go	ous of Service	Jes		Pack Size	Quantity	Office Price
								\$
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							Delivery Fee	\$
							<u> </u>	
Supervisor's Name		End User's Name Office Us			: Only			
Supervisor's Email		End User's Email						
			Themis Accor	unt to C	harge			
	01		7299			_	_	
	O1 Department	Section -	7299 Account		roject		PC -2 -2	
	1				-			

Notes: If you have any special instruction or require split charging between multiple Themis codes, please provide details here:

EHS PRE & POST PURCHASE RISK ASSESSMENT CHECKLIST

Please ensure all fields below are filled out.

[1] EH&S REQUIREMENTS	YES	NO	N/A	If No, what controls / requirements will be provided prior to purchase.
[1.1] Has a Risk Assessment been conducted to assess hazards?				
[1.2] Is the appropriate Personal Protective Equipment (PPE) available and have users been trained for correct use of PPE?				
[1.3] Has safe laboratory storage, signage, handling and <u>disposal</u> of the item(s) <u>been prearranged</u> ?				
[1.4] Does the item(s) complies with relevant Australian or International Standard?				If Yes, Please state:
[1.5] Has scheduled maintenance, servicing and warranty issues been identified, documented and approved by local EH&S Management?				
[1.6] Are there suitable first aid, emergency equipment and procedures in place?				
[1.7] Are there any safety precautions in the handling of or special delivery requirements which the Institute store staff need to be warned about?				If Yes, please state:
[2] COMPUTERS & ACCESSORIES	YES	NO	N/A	
[2.1] Specialist Stores staff MUST be consulted and provided recommendation and advice on what to purchase and from which supplier?				
[3] PURCHASING & TENDERBOARD	YES	NO	N/A	
[3.1] Has a quotation been obtained? If Yes, please attach to requisitions valued over \$1000, including GST & delivery?				
[3.2] For orders up to \$150,000, three quotations should be obtained from Specialist Stores approved suppliers.				
[3.3] Orders over \$400,000 should be referred to the University Tender board prior to any consultation with				
[4] PLANT / EQUIPMENT & ELECTRICAL ITEMS	YES	NO	N/A	
[4.1] Has a Plant Hazard Assessment form been completed and approved by the Institute EH&S Management?				Action by:
[4.2] Records for training and competency of persons to install, use or maintain are kept for the Plant/Equipment and approved by Institute EH&S Management				Action by:
[4.3] Does the Plant/Equipment require an annual registration license? If Yes, Please advise Institute EH&S Management before purchasing.				
[4.4] Does the Plant/Equipment have an energy efficient rating and has noise levels less than 85 dBA?				
[4.5] Where appropriate, the Plant/Equipment has suitable guarding/emergency stops/safety devices?				
[4.6] Operating manuals, certificates and safe use information will be provided by the supplier?				

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