



# PURCHASE DOCUMENT

## CORPORATE SUPPLY ARRANGEMENT/STANDING OFFER

PURCHASE DOCUMENT No. \_\_\_\_\_

MINISTRY AND ORIGINATING OFFICE	DELIVER GOODS / SERVICES TO:	
DATE ISSUED	DATE GOODS / SERVICES REQ'D	
SUPPLIER NAME, ADDRESS AND CONTACT		INVOICE TO (If Different From Above):

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	PRICE EXTENSION

CODING	MIN. CODE	CLIENT	RESP.	SERVICE LINE	STOB	PROJECT	SUPPLIER CODE	
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(All correspondence should state the Purchase Document & CSA Number.)							Freight and Delivery	
THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF _____							<b>SUB-TOTAL</b>	
(enter CSA / SO number)							Goods and Services Tax	
SIGNATURE OF DELEGATED AUTHORITY					PRINT NAME		Provincial Sales Tax	
							<b>TOTAL ORDER</b>	