



Please complete one form for each purchaser

Requisitioner (or Delegate)	
Name:	
Email:	
Phone:	
Department Code:	
Department Name:	
Ship to Address: (bldg. and room number)	
Purchasing on C Card?	Yes _____ No _____
FAST Code: (FUND)-(ORGN)-(ACCT)	If not purchasing on a C Card, please provide your FAST CODE

NOTE: A Delegation of Signing Authority Form must also be completed and submitted to Purchasing Services.

If you are the one-over-one or account holder and you would like to review and approve eWay orders, please fill in the table below. Otherwise, please leave blank – the orders will go through without review.

Approver (or Account Holder)	
Name:	
Email:	
Phone:	

Requisitioner (or Delegate) Signature:	Approver (or Account Holder) Signature:

Once completed, please email to: purchase@uvic.ca