



# RSL-SA Request For Purchase

Instructions: All fields to be completed before sending to Accounts. 3 Quotes to be presented for assesment.

## Purchase Details

Purchase Order No: \_\_\_\_\_ Originators Name: \_\_\_\_\_ Date: \_\_\_\_\_

Product (s) to be purchased

Line No	Product Code	Item Name	Unit	Qty	Cost / Unit	Total Cost

Purpose/Justification:	Sub-Total	
	Freight	
	GST	
	Total	

Including GST:    Yes    No                    Priority:    Routine    Urgent                    Date Required: \_\_\_\_\_

Attachments: (provide a budget for an event / function)

Risk Assesment Required:    Yes    No                    Quotes Attached:    Yes    No                    3 Quotes:    Yes    No

OFFICE USE ONLY

Finance: (forward to accounts for funding approval) [accounts@rslsa.org.au](mailto:accounts@rslsa.org.au)

Funds Available:    Yes    No                    Account: \_\_\_\_\_

CEO Approval: (forward to CEO for approval) [ceo@rslsa.org.au](mailto:ceo@rslsa.org.au)

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_