

Click here:

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# PURCHASE REQUISITION

Supplier Name: ThreeBears  
 Address: 666 North 33rd Street  
 Tacoma, Washington, 98333  
 USA  
 Contact Name: John Bee  
 Phone #: 1-203-555-6666  
 Fax #:

**BILL TO:** Greene Software Systems Inc.  
 222 Lincoln Street, Ottawa, Ontario K2H 5N9  
 ATTENTION: ACCOUNTS PAYABLE

**SHIP TO:** Greene Software Systems Inc.  
 222 Lincoln Street, Ottawa, Ontario K2H 5N9  
 Attention: Robert Sabourin

DATE REQUISITIONER

11-Mar-2004 Robert Sabourin

DATE ORDER EXPECTED TO BE RECEIVED

ASAP

QTY	DESCRIPTION	DEPT. CODE or PRODUCT UNIT	Project #	ACCT Name & Number	CDN\$ UNIT PRICE	US\$ UNIT PRICE	CDN\$ TOTAL	US\$ TOTAL
1	Development of an initial set of	1001 - Consumer Product		65310 - Consulting fee's		\$ 16,000.00		\$ 16,000.00
	customer acceptance test cases						\$ -	\$ -
	based on SecNet 5.0 requirements.						\$ -	\$ -
	Acceptance test runs on FRIDAY,						\$ -	\$ -
	SATURDAY and SUNDAY						\$ -	\$ -
	For 2 runs						\$ -	\$ -
	MAY 21, 22, 23						\$ -	\$ -
	JUNE 1, 2, 3						\$ -	\$ -
	Max price is at \$16,000 USD						\$ -	\$ -
							\$ -	\$ -
	Note these are as per current						\$ -	\$ -
	Lepton testing protocol.						\$ -	\$ -
							\$ -	\$ -
							\$ -	\$ -

Check one of these boxes

Method of Payment:

15 day payment terms

Are freight charges included in Price?

NO, there is not freight charges

Subtotal	\$ -	\$ 16,000.00
GST ( 7%)	\$ -	
QST ( 7.5%)	\$ -	
Other		
	\$ -	\$ 16,000.00

NOTE: You **MUST** fill out a request for cheque form attached  
 for **ALL** request for cheques

WHEN FAXING A COPY OF THE PURCHASE ORDER TO YOUR SUPPLIER, YOU MUST INCLUDE  
 A COPY OF OUR TERMS AND CONDITIONS

STEP #1 Email to your manager for Approval  
 STEP #2 Manager to email to purchase\_requisition  
 STEP #3 Accounting signoff  
 STEP #4 Accounting to email PO# to requisitioner

Manager's Approval: \_\_\_\_\_

Hammie Hill: \_\_\_\_\_

## REQUEST FOR CHEQUE FORM

Date of Request:

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Date Cheque needed for:

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*Processing on Fridays only*

Supplier:

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Payable to:

---

*name to appear on cheque, if not the same as above*

Total amount

\$	-	CDN\$
\$	-	USD\$

*to appear on cheque*

Dept. code / Product Unit

---

▼

Project #

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▼

Budget Account Number

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▼

In order to process payment:

Accounting must receive an invoice by Thursday 3:00p.m.

Request for Cheques are processed on Thursdays

Both Purchase Requisition and Request for Cheque must be completely filled out

Cheques will be ready by Friday 5:00p.m. for pick up by requisitioner

**Questions** : [Purchaserequisition@gss.com](mailto:Purchaserequisition@gss.com)

## PURCHASE REQUISITION

**Supplier Name:** *enter method of payment*  
**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_

**BILL TO:** Greene Software Systems Inc.  
 222 Lincoln Street, Ottawa, Ontario K2H 5N9  
 ATTENTION: ACCOUNTS PAYABLE

**SHIP TO:** Greene Software Systems Inc.  
 222 Lincoln Street, Ottawa, Ontario K2H 5N9  
 Attention: \_\_\_\_\_

**DATE** \_\_\_\_\_ **REQUISITIONER** \_\_\_\_\_

(you must choose dept. or product unit)  
 (OR)

**DATE ORDER EXPECTED TO BE RECEIVED** \_\_\_\_\_

QTY	DESCRIPTION	DEPT. CODE	Product Unit or Project #	ACCT Name & Number	CDN\$ UNIT PRICE	US\$ UNIT PRICE	CDN\$ TOTAL	US\$ TOTAL
	<i>flight - enter destination and date</i>	▼	▼	▼			\$ -	\$ -
	<i>hotel - enter hotel name and dates of stay</i>	▼	▼	▼			\$ -	\$ -
	<i>enter car rental company name and dates</i>	▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -
		▼	▼	▼			\$ -	\$ -

Check one of these boxes

Method of Payment:

▼

Are freight charges included in Price?

▼

**NOTE: You MUST fill out a request for cheque form attached for ALL request for cheques**

Subtotal	\$ -	\$ -
GST ( 7%)	\$ -	
QST ( 7.5%)	\$ -	
Other		
	\$ -	\$ -

WHEN FAXING A COPY OF THE PURCHASE ORDER TO YOUR SUPPLIER, YOU MUST INCLUDE A COPY OF OUR TERMS AND CONDITIONS

STEP #1	Email to your manager for Approval	Manager's Approval: _____
STEP #2	Manager to email to purchase_requisition	
STEP #3	Accounting signoff	Hammie Hill: _____
STEP #4	Accounting to email PO# to requisitioner	Spyro Panagiotopoulos: _____

Select One  
110 - Exec Mgmt/Admin  
120 - Administration  
130 - Facilities  
140 - Acco & Finance  
330 - Technical Ops  
340 - Customer Sup (CSIS)  
1001 - Consumer Products  
2001 - Enterprise Products

Select one  
65520 - Travel  
65530 - Travel Meals  
65550 - Conferences  
65610 - Cellular  
65510 - Business Promotions  
65620 - Internet Communications  
65630 - Long Distance  
65640 - Office Bandwith  
65650 - Teleconference  
65660 - Telephone  
61320 - Beverages, Milk, Coffee, etc.  
61330 - Friday Events/Other parties  
61340 - Employee magazine subscriptions  
61360 - Staff ISP accounts  
61510 - Languange Lessons  
61520 - Team Building Expense  
61530 - Training & Seminars  
62140 - PR Agency  
62150 - PR Crisis Firm  
62160 - Press Conferences/Events  
62170 - Press Kits & Printing  
62180 - Press Release & communication  
62310 - Merchandise/Promo Materials  
65140 - Office Cleaning & Maintenance  
65160 - Security  
65170 - Utilities  
65180 - Internal Moving expense  
65190 - General Repairs  
65210 - Audit Fees  
65220 - Legal Fees  
65310 - Consulting fee's  
65320 - Misc office help  
65410 - Candidate Travel  
65420 - Internet Recruiting Tools  
65430 - Newspaper Advertising  
65440 - Special Recruitment Projects  
65450 - Recruitment Firms  
65710 - Courier Expenses  
65720 - Duty & Freight  
65730 - Postage  
65810 - Computer supplies  
65820 - Office supplies  
65830 - Printing/stationary  
65910 - Office expense  
65920 - Equipment rentals  
65930 - Installation fee's  
65940 - Maintenance-hardware  
65950 - Maintenance-software  
65960 - Maintenance-networking  
66130 - Domain Names  
66140 - Donations  
66150 - Dues, Memberships & Subscriptions  
66160 - Late Fees  
66170 - Literature  
66180 - Meals  
66190 - Misc. Expenses  
66200 - Parking & Automobile  
66210 - Purchase Discounts  
66220 - Research  
66230 - Taxis  
66240 - Translation  
66250 - Professional Memebership Dues  
66260 - Staff Events/Meetings  
66270 - Offsite Storage  
**SPECIAL PROJECT EXPENSES**  
66510 - Event Fees  
66520 - General Marketing Expenses  
66530 - Management Fees  
66540 - Speaker Fees  
66550 - Staff Costs

Select one  
YES, charges are included  
NO, freight will be charged  
NO, there is not freight charges

Select one  
7 day payment terms  
15 day payment terms  
30 day payment terms  
Request for cheque/C.O.D  
I'm paying for it, and will submit an expense report  
Paying with my Corp. American Express