



Western UNIVERSITY · CANADA Electronic Purchase Requisition System

This document outlines the responsibilities I have as a user of the Electronic Purchase Requisition System at the University of Western Ontario. My signature indicates that I have read and understood these responsibilities and agree to adhere to the policies and procedures established for the program.

1. The Electronic Purchase Requisition is intended to facilitate the purchase of goods and services required to conduct University of Western Ontario business. I understand that I am responsible for all electronic requisitions submitted under my User ID.
2. I understand a contract does not exist between the University and a Vendor until an official Purchase Order has been issued and accepted.
3. I understand that I will not receive a hardcopy of the authorized Purchase Order sent to the Vendor. I will, however, be able to obtain the Purchase Order number or print an unofficial copy of the Purchase Order locally if I wish.
4. I agree to comply with the University's Administrative Policy 2.8 (Purchases of Materials and Services). For purchases requiring written quotations¹, I will retain *all* quotes for four years. I understand that I may be periodically asked to forward quotations to the Procurement Services for audit or informational purposes.
5. I understand that I must complete a New User Set-up and Authorization Form. This form ensures both secured access to the appropriate PeopleSoft Financials screens and reports, and provides all default information unique to me.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> User Name <i>(please print)</i>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> User Signature
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> PeopleSoft Login Operator ID	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

¹ Guidelines for competitive pricing are:
 Up to \$10,000..... at the discretion of the Procurement Buyer;
 From \$10,001 to \$25,000..... two verbal quotes minimum, (awarded quote documented);
 From \$25,001 to \$100,000..... three written quotes minimum;
 Over \$100,000..... competitive bid process.