



# MUSTANG MARKET



## Quick Reference Guide: Forms

Form Name	Use this form when you need to...	Additional Considerations
Order Form (<\$25K)	...purchase goods/services that are not available in a catalogue or where discounted pricing applies*	Do not use this form to submit an invoice. This form can also be used to submit orders from new vendors. Attachments can be added to this form.
Order Form (>\$25K and Consulting Services)	...purchase goods/services that are not available in a catalogue or where discounted pricing applies, where the total value of the purchase is greater than \$25k or the requisition is for consulting services.	In addition to the above: The appropriate number of quotes must be obtained or a valid exception indicated in the Competitive Bid Requirements section. The successful vendor's quote number should be indicated in the Product Description or Catalogue No. field.
Invoice Attached	...request payment for invoices where a Purchase Order has not been issued but an invoice was received.	Form is only to be used for the following scenarios: <ul style="list-style-type: none"> <li>- Registration or Membership Fees</li> <li>- Reimbursement to Company or Affiliates</li> <li>- Urgent Request to Vendor</li> <li>- Deposit or Advance Payment Required</li> </ul> Note: A/P will receive invoices attached to this form.
Change Order Request	...request a change to an existing Purchase Order, including Standing Orders.	This form will be routed through Departmental Approval and then to Procurement to make the change.
Cheque Requisition	...request a cheque for non-procurement related products or services.	Refer to list of permissible uses on form. This form will be routed through Departmental Approval and then to Accounts Payable to process the request.
Asset Disposal	...dispose of an item that has a Western Asset tag or is to be sold on Gov Deals (i.e. desks, chairs, garbage pails etc)	Items under \$250 may be disposed of by the department, however if the item has a University tag, please notify Procurement Services by completing the Asset Disposal Requisition form.

***\*Some catalogue vendors have an eQuote tool on their punch-out site. In these cases, obtain your quote from the punch-out instead of using this form.***