

PURCHASE REQUISITION FOR GOODS AND SERVICES

Complete the applicable: (✓)	Cost Centre	Project no.	Task no.	Acc. Item	QUOTATION	Estimated max. Amount:	R
Direct item:					Supplier(1): Contact Person : Telephone number:..... Amount:		
Stock:							
New Asset:							
Replacement asset:							
Supplier no: Supplier name: Supplier VAT registration no: Supplier address: Tel: Code:					Supplier(2):..... Contact Person :..... Telephone number:..... Amount: R.....		
Req. no. Order no.					Supplier(3):..... Contact Person :..... Telephone number:..... Amount: R.....		
Reason for choice of Supplier (if the lowest quote was not chosen or three quotes were not obtained):							
Acc. Item.	Stock item no.	Description	Quantity	UOM	Unit Price	Amount (Ex. VAT)	
		Individually sealed 0.8 ml 96 well storage plate (50 plates) equivalent or similar to the Abgene™ 96 Well 0.8mL Polypropylene DeepWell™ catalog number AB0765	4				
Total from page 2 (if applicable):							

Subtotal :			
VAT:			
VAT):		Total Amount (Inc.	
Requested by: NICK MOKOSOMBE Date: 04/08/25 (Print name)		Purchaser: Date: (Print name)	
(I hereby certify that: this expense is necessary, bona fide and at the best possible price)		(I hereby certify that: All the required data fields were completed, all the required signatures were obtained, budgetary control was applied, any interest in the chosen tender was declared, all the criteria for vendor selection as stated under the ARC-procurement policy was taken into consideration, the three quotes, written or other wise, are valid)	
Signature:		Signature:	
Approved by: J. Manerelder Date: 04/08/25 (Print name)		Financial Control: Date: (Print name)	
(I hereby certify that: this expense is necessary, bona fide and at the best possible price and is in line with the objectives of the project and program)		(I hereby certify that: Sufficient funds are available to allow the purchase, the purchase is in accordance with the system of internal control and it has been properly authorised)	
Signature: (Can not be the same person as above)		Signature:	