



**Student / Employee Name:** \_\_\_\_\_

**Student / Employee Number:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Valid from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Maximum cost per transaction:** \_\_\_\_\_ (cannot exceed \$3500)

**Speedchart(s):** \_\_\_\_\_

**Student / Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Grant-holder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Please email this form as an attachment for every purchase request sent via [eng-services.ece.ubc.ca/help/purchasing](http://eng-services.ece.ubc.ca/help/purchasing) as proof of authorization.