

Purchase Requisition Form

Research Project Information			
Research Grant #		Project PI	

The following are requested

- Kindly attach quotation.
- If the supplier from **out-side Qatar**:
 1. Shipping cost should be included in the quotation.
 2. **15%** of the items price should be hold for custom duty.

Requested Items Information							
No.	Item	Budget item	Supplier	Qty.	Unit Price	Cur.	Total
1.							
2.							
3.							
4.							
5.							
Total							

I hereby certify that the above information is true and correct.

Signature of Principle Investigator (PI): _____ Date: _____

Purchase Requisition Information (to be filled by research office staff only)

Direct Supply: P Requisition No. _____

Deduction from Bank Account No.: _____

I hereby certify that, to the best of my knowledge, the above information is true and correct.

Signature of Research Grant Coordinator : _____ Date: _____