Desjardins
Financial Security

FORMS/GENERAL STATIONERY SUPPLY REQUISITION

CUSTOMER NO. ①	SHIP TO - FULL ADDRESS: ②
	TELEPHONE: 2A

LOCATION NO. ③	COMPANY NUMBER ⑤
	COST CENTRE ⑥
DATE ④ Day Month Year	ACCOUNT NUMBER ⑦

FORM/ITEM NUMBER ⑧	QUANTITY ⑨	DESCRIPTION ⑩

Ordered by: ⑪ _____ Approved by (if applicable): ⑫ _____ Date ____/____/____

1. This is your employee number or, in some cases, the number inventory management has asked you to use.

   For financial centres: the financial centre number is needed.
2. Print the name and the full shipping address.

2A. Enter the telephone no. and extension of the person placing the order.

3. **For 95 St. Clair only:** Enter the 4-characters location no. of the person to whom the material must be shipped.
4. Enter the date on which the order was placed.
5. Enter the code of the company you are ordering for.
6. Enter the cost centre number to which the costs will be charged. Field office/Brokers/MGA's your cost centre is 02825.
7. If you want your purchases to be charged to a special account, the system will automatically assign the account if none are indicated. Certain accounts will be accepted, and if the order does not correspond, you will be notified.
8. Enter the form or item number. **Without this number no delivery will be done.**
9. Enter exact number of form(s)/item(s) required.
10. Briefly describe the form(s) or item(s) ordered (necessary for inventory management technician if the number is wrong or illegible).
11. Print first and last name of the person who placed the order in all cases.
12. To be used when approval is required from a manager or another person. (signature if applicable)
13. Enter the number of pages of your order. This is very important, particularly if you are faxing your request. The fax cover page is not useful in this case.

    Send your request to inventory management (LL91) or 36 du Vallon, Lévis (Québec) G6V 9J4 or by Fax: 1-418-833-5574.
    Tel: 1-877-828-7800, ext. 7006.

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