 

**NEW REQUISITIONER REQUEST FORM AND PROCESS\***

1. Please complete the information below.
2. Send completed form to your Buyer (must have Financial Authority, see note below).

**PCH**: buyerspch@ihis.org **QEH:** buyersqeh@ihis.org **Queens**: buyerqueens@ihis.org

**Prince**: buyerprince@ihis.org **Kings**: buyerkings@ihis.org

1. Once approved, the buyer sends competed form to jennifer.price@hamster.ca and lisa.gardiner@hamster.ca
2. Once the account is set up (within 24 hrs.) a username & temporary password will be sent to your email address. Login Website: hamster.ca
3. Please contact jennifer.price@hamster.ca (902-818-2326) or lisa.gardiner@hamster.ca (902-293-4037) for help with login and any questions or concerns.

Requestors Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Shipping Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approver Name (Name of your Buyer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approver email (Buyer’s e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Codes: Complete Account Required. Format Below

 (Example: 1.1.0052.301.711350000.4190000.00000)

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Signature of Manager (print name) Date

\*Must have Financial Authority or must complete Health PEI Request for Financial Signing Authority Document and send to Jillian Forbes, Finance Office.

NOTE: Department Name will indicate location within buildings that have multiple deliveries points within the building. Receiving or reception will deliver orders to the unit or let the customer know that a box has been delivered to your attention.