Informatics Procurement Request (IPR), EXT 1697-T

and International Trade ..... et du Commerce international

INFORMATICS PROCUREMENT REQUEST (IPR)
DEMANDE D'ACQUISITION D'ARTICLES INFORMATIQUES (DAAI)

Date

Purchase order # / Bon de commande N° (For STAP use only/ À l'usage de STAP seulement)
STAP-

Name / Nom

Telephone # / N° de téléphone

IPR # / Demande n°

Division/Mission / Direction/Mission

Floor / Étage

SIGNET drop required? / Branchement SIGNET requis?
YES / OUI ○ NO / NON ○

Item Description / Description de l'article	Vendor / Fournisseur	S.O. # if applicable / N° d'offre permanente s'il y a lieu	Quantity / Quantité	Unit Price / Prix à l'unité	Total
				TOTAL PRICE / COUT TOTAL	

Please provide / Veuillez fournir : Encumbrance Number / N° de consignation de fonds : EN:280
AND/OR ET/OU
Budget Transfer / Virement budgétaire : BT:280

Send the completed form or address inquiries to:
-STAP at Headquarters
-Systems Administrators (SA) at missions

Envoyez le formulaire complété ou adressez vos questions à:
-STAP à la centrale
-gestionnaire de systèmes (GS) dans les missions

Recommended by / Recommandé par (STOS or SA/GS)

Purchasing Agent / Agent chargé des acquisitions (STAP) Telephone / Téléphone

Approved by (Client) / Approuvé par (client)

EXT 1697-T 95/09

NOTE: Form EXT 1697-T has been created on JetForm, the departmental electronic forms package. However, only those workstations in the Lester B. Pearson Building have access to JetForm, while missions will receive it by the end of this year. In the meantime, missions will be able to use the form by reproducing the sample being sent to them in this envelope, which should be inserted in the binder of *Reproduction Copies of EXT Forms* kept at every mission.