



**Instructions:**

Please complete, scan and email the completed form to Procurement Services at [procurement@stfx.ca](mailto:procurement@stfx.ca) for all P-card import purchases. This information will be forwarded to our Customs Broker for clearance of your shipment.

<b>To:</b> Procurement Services Fax: 867-2118	<b>From:</b>
<b>Date:</b>	<b>Dept:</b>
<b>Re: Import Purchase on P-Card</b>	<b>Phone:</b>

To declare import purchases and provide correct information for Canadian Customs and the assessment of brokerage fees, I report that I have made the following import purchase using my StFX P-Card:

**Date of Purchase:**

**Full shipper name and address:**

**Detailed description of Goods Purchased** (part number or catalogue number is not acceptable):

**Quantity and Value of Goods Purchased and Currency:**

**Shipped via (select one):**

Courier

Postal Service

Electronic (i.e. software license, etc.)

**Signature:** \_\_\_\_\_

**G/L Account:** \_\_\_\_\_