***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.

|  |  |  |  |
| --- | --- | --- | --- |
| To: | Procurement Services Fax: 867-2118 | From: |  |
| Date: |  | Dept: |  |
| Re: | **Import Purchase on P-Card** | Phone: |  |

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:**