PURCHASE REQUEST FORM

NOT COMPLETING ALL BLANKS WILL DELAY YOUR ORDER!

DATE: BUDGET TO BE CHARGED:

REQUESTOR: EXT:

ITEM DESCRIPTION AND PRICE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
|  |  |  | TOTAL PRICE |  |

VENDOR NAME:

VENDOR ADDRESS:

VENDOR PHONE:

VENDOR FAX:

QUOTED BY:

ATTACH JUSTIFICATION IF OVER $5000 AND SINGLE SOURCE.

PURPOSE AND /OR BENEFIT (REASON PURCHASE NEEDED AND HOW MATERIAL BENEFITS ACCOUNT CHARGED).

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APPROVED BYADVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_