



# PURCHASE REQUEST FORM

Date: \_\_\_\_\_

**PO # A000** \_\_\_\_\_

Requestor: \_\_\_\_\_

Speed Type/Grant Name: \_\_\_\_\_

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

PI Signature or Initials: \_\_\_\_\_

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

**Original PO emailed by Procurement:**  YES  NO

**Deliver to:**

PSE Package Room  Chemical deliveries (LGRT rm 179)  Other: \_\_\_\_\_

*EH&S should deliver to lab #: \_\_\_\_\_*

Over \$2,000 \_\_\_\_\_ quote attached

Over \$10,000 (w/non-contract vendor)? \_\_\_\_\_ Sole Source Form and quote attached

What are you ordering?  chemicals  capital equipment  computer equipment  
 equipment  lab /research supplies  maintenance & repair  software  
 other (explain) \_\_\_\_\_

| Catalog # and Description            | Qty | UOM | List Price | % Disc. | Contract Price | Total (qty x price) |
|--------------------------------------|-----|-----|------------|---------|----------------|---------------------|
|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
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|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
|                                      |     |     |            |         |                |                     |
| Freight charges - actual / estimated |     |     |            |         |                |                     |
| <b>TOTAL</b>                         |     |     |            |         |                |                     |

*For Business Office Use Only:*

|            |  |        |
|------------|--|--------|
| Vendor ID: |  | Notes: |
| Account:   |  |        |
| Fund:      |  |        |
| Dept. ID:  |  |        |
| Req #:     |  |        |