

40

ITEM PURCHASING REQUEST

TECH. SVCS./BUS.OFFICE USE ONLY



date

REQUESTER INFORMATION

name	email
phone #	room #

FUNDING APPROVAL

I certify that the funding listed below is not in the last six months of active status, and that the items requested are allowable, allocable, and reasonable.

account # _____ % _____ print authorizer's name (must be different than requester) X _____ authorization signature	<i>Used for splitting funding.</i> account # _____ % _____ print authorizer's name (must be different than requester) X _____ authorization signature
--	--

ORDER INFORMATION

qty.	unit	product/model #	description of item	unit price	total

date required	vendor	website	est. sub total
			shipping
			est. total

JUSTIFICATION

B.O. review required email approval received and attached date: _____

Please briefly the purpose of the purchase:

TECHNICAL SERVICES/BUSINESS OFFICE USE ONLY

request received: _____ order placed: _____ materials received: _____
 requester notified for pickup: _____