

# Buying Request

INSTRUCTIONS: Fill out completely, attach quotes, printouts, or other documentation, get an approval signature, & upload to UShop or submit to office for processing

1 **Date** \_\_\_\_\_

2 **Supplier** \_\_\_\_\_  
*If new vendor, provide contact information.*

Website \_\_\_\_\_

Contact/Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

3 **Fund Description**

Project / Activity 1 \_\_\_\_\_

Project / Activity 2 \_\_\_\_\_

Sub-Account Code \_\_\_\_\_

GFA/Signs Below \_\_\_\_\_

4 **Shopper/Buyer Name** \_\_\_\_\_

**uNID** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**My Email** \_\_\_\_\_

**Requested by (if for another)** \_\_\_\_\_

5 **This purchase contains:**

controlled substance     radioactive

hazardous     toxin

none of the above

6 **Delivery**

standard ground

will call/pickup

digital delivery

**Rush orders need approval!**

next day    initials \_\_\_\_\_

2-day

**Ship/Delivery Notes**

7 Purchase items as per attached quote or other documents (Cart, receipt etc.)      -OR- as below

Catalog, Part or SKU #	Description	Size/Quantity	Price Each	Cost
		X		
		X		
		X		
		X		
		X		
		X		

8 **BUSINESS PURPOSE:** Briefly describe how the item(s) will be used toward the project/activity objectives (required!).

Where will the item(s) be kept or used?

Subtotal	
Estimated shipping handling,delivery/tip	
<b>Total</b>	

9 X \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of PI or Financial Authority (required)**

Authority, please initial attachments.

## Office Use Only

**Purchase Type**

Purchase Order/(USHOP)  
 Print & Carry PO (USHOP)  
 Credit Card (PCARD)  
 ePayment Request (EPR)  
 On-Campus Chartfield (JE)  
 Int'l Wire Transfer (A/P)

**Notes:** \_\_\_\_\_

**Order Details**

Date Ordered \_\_\_\_\_

Order Confirmation # \_\_\_\_\_

Subtotal \_\_\_\_\_

Delivery/Shipping/Other \_\_\_\_\_

Est. Order Total \_\_\_\_\_

**Document Numbers**

Internal Reference # \_\_\_\_\_

Requisition/ePR \_\_\_\_\_

Source Doc: PO/POS/Check \_\_\_\_\_

Invoice \_\_\_\_\_

**Inventory/Asset**      red  
    yellow  
    fabrication

**Purchasing Card**

Cardholder/Last 4 Digits \_\_\_\_\_

Transaction Date \_\_\_\_\_

Posting Date \_\_\_\_\_

Reallocated Amount \_\_\_\_\_

Reallocated Date, By \_\_\_\_\_

## Other Notes/Instructions