

Buying Request

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

1 **Date** _____

2 **Supplier** _____
If new vendor, provide contact information.
 Website _____
 Contact/Email _____
 Contact Person _____
 Phone _____

5 **This purchase contains:** radioactive
 controlled substance toxin
 hazardous none of the above

6 **Delivery**
 standard ground
 will call/pickup
 digital delivery
Rush orders need approval!
 next day
 2-day

Ship/Delivery Notes

7 Purchase items in attached Quote _____ -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	_____
Total	_____

9 X
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

Ordered
 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 _____