

Purchase Order Request

Requisitioner: _____

Date Request Submitted: _____

Vendor Name: _____

Vendor URL: _____

Vendor Address: _____

City: _____

State: _____

Zip: _____

Will this purchase be used primarily for Research or Instruction ? Please elaborate on how the purchase will be used.

Justification: _____

Impact of Proposed Acquisition: _____

Please include and/or attach documentation to help facilitate the ordering process (e.g. web link, webpage, catalog information)

Item Number	Description	Quantity	Unit (Case/Pack/Each)	Unit Price	Total
				Shipping Cost	
				Requisition Total	

Department Chair Approval: _____ Date: _____

Account – Cost Center: _____ Fund: _____

S T A F F U S E

Date Staff Rec'd: _____ Date PO Created: _____

Delivery Date: _____ Date Requisitioner email: _____