



Engineering Business Office PURCHASE REQUEST

- ❖ Use this form for new orders only, not to pay invoices. May be used for off-campus vendors, IMOs, and WOAs.
- ❖ Use this form for all purchases that cannot be purchased through the Quali Financial System or with a PCard.
- ❖ Include an Official Function Form if this request involves food, beverages, events, recruiting, training, promotion or development activities
- ❖ Submit a Purchase Request Form with a **clean** quote for items to be ordered (a clean quote should include only those items selected for purchase and shipping charges).
 - Purpose/Benefit Statement is required for charges to 53, 88, and cost share accounts. Please succinctly state how this purchase benefits the project in the comments section.
 - For a stand alone piece of equipment (or parts creating a piece of equipment or a system) over \$5,000: The Capital Equipment Supplemental Form must be also be included.

Date of Request: _____

VENDOR CONTACT INFORMATION

Vendor Name _____

Vendor Street _____

Vendor City/State/Zip _____

Vendor Fax: _____ Vendor Phone: _____

Vendor Email (optional): _____

PURCHASER CONTACT INFORMATION

Ordered by: _____

Phone #: _____ PI/Advisor: _____

Dept #: _____ Email: _____

Delivery Address: Bldg & Room #: _____

Qty	Description	Price	Total	Account

Comments/Additional information _____