

PURCHASE REQUEST FORM

Complete this form for all purchases of goods & services that do not qualify for direct pay processes via check request, reimbursement, P-Card, STLS, or other methods RU

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Instructions: For institute or trust accounts, substitute "Program" or "Principal Investigator" with "Account" or "Account Holder".

How to submit completed form: Complete fields below and attach any quotations, budgets, or other pertinent information

Submit Forms to Research and Sponsored Programs: RUVS#FVXHVDWED\HGX

1. Program Name _____
 Principal Investigator/Dept _____
 Delivery Address _____
 Telephone _____
 Program Chartfield _____

Account Fund Dept ID Program Class Project

2. Item Type Equipment Good Service Subcontract Other

3. Requested Vendor _____
 Contact Person _____
 Address _____
 Telephone/Fax/Email _____
 Website _____

4. Requested Item(s) Describe item or service. Include manufacturer, model #, size, color, or other pertinent specifications and attach vendor quote for each item. For services, attach a complete statement of work specifying deliverables and due dates

	Qty	Unit Price	Total
1.			
2.			
3.			
4.			
5.			
Purchase Order Total (before tax & shipping)			

5. Required Delivery Date (enter due date for item delivery or period for provision of services) _____

6. Program Benefit If item(s) is/are not specifically identified in approved budget, explain how this purchase benefits the program:

7. Sole Source Provide D EULHI G WYUHLER S WBR C cannot be considered for this procurement , I FRVWV H[FHHG \RX Z WR DOVR FRPSOHWH WKLVRUP KWWSV ZZZ FVXHVDWED\HGX SURFXU0S Ou0S Ou qf

8. Required Quotes , I Purchase order total below \$5,000: attach one written price quote from vendor RU VWDWHPHQW RI ZRUN , purchase order total Between \$5,000 - \$49,999: attach three written price quotes from three different vendors RU DWDFK DQ DJUHHPHQW RU VLJQHGH VWDWHPHQW GHWDLOLQJ FRVWV DQG DVVRFLO , I purchase order total \$50,000 or greater, do not obtain price quotes . The University will handle the solicitation process pursuant to open competition requirements XQOHVV D -XVWLILFDWLRQ IRU 6ROH 6RXUFH RU 6R

PI Signature/Approval Date ORSP Signature /Approval Date