

ORDER REQUEST

- DATE:
1. Please TYPE or Print LEGIBLY and COMPLETE all fields. Incomplete requests will be returned to Requestor with incomplete fields highlighted.

2. P.I. Approval is REQUIRED.

3. Request processing has a 48 hour turnaround. RUSH orders will be processed only when absolutely necessary. Necessary = once a month / not routine.

4. BruinBuy Plus sends POs to vendors using contact info on file.

PO #

-

VENDOR NAME:

VENDOR'S PHONE #:

VENDOR ADDRESS:

P.I.'s NAME:

REQUESTOR'S NAME:

REQUESTOR'S PHONE #:

ACCT-CC-FUND-PROJECT:

SOURCE OF FUNDS:

- ☐ FEDERAL FUNDS
- ☐ NON-FEDERAL FUNDS
- ☐ MIXED

RESTRICTED ITEMS (check all that apply):

- ☐ NO RESTRICTED ITEMS
- ☐ LASERS
- ☐ ANIMALS - LIVE
- ☐ RADIOACTIVE
- ☐ CONTROLLED SUBSTANCES
- ☐ RESTRICTED CHEMICALS
- ☐ DRONES
- ☐ SELECT TOXINS
- ☐ EXPLOSIVES OR AMMO
- ☐ SINGLE USE PLASTIC
- ☐ FURNITURE
- ☐ TRADEMARK/LICENSING
- ☐ IR SENSORS
- ☐ X-RAY MACHINES
- ☐ LAB EQUIPMENT
- ☐ OTHER RESTRICTED ITEMS

FOR FEDERAL, PLEASE SELECT:

- ☐ GRANT
- ☐ CONTRACT
- ☐ COOPERATIVE AGREEMENT

DELIVER TO (NAME):

DELIVERY ADDRESS:

#	QUAN	UNIT	PRICE	CATALOG #	DESCRIPTION	TOTAL
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

P.I. APPROVAL:

DATE:

FUND MANAGER'S APPROVAL:

DATE:

SUBTOTAL	
TAX	
SHIPPING	
TOTAL	