

ECCO Center

Kate Gleason College of Engineering
Purchase Requisition

This form is to be used for purchases made with the Purchasing card from the ECCO Office or to request reimbursement for project purchases.

Multi-Disciplinary Robotics Club

Project Name

Project Team Number

Vendor:	Hardware Store
Vendor Contact:	
Vendor Address:	
Vendor City/State/Zip	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Email:	

Item	Qty	Part Number	Detailed Description	Unit Price	Extended Price
1	1		1/4 20 Stainless nut	\$0.10	\$0.10
2					
3					
4					
5					
Sub-total					\$0.10
Handling: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> UPS 2-Day <input type="checkbox"/> Fed-Ex <input type="checkbox"/> UPS Overnight					Amount
Total					

Student requester name and email (print):	Alex Burbano arb8590@rit.edu	Date: 10/3/21
Reviewed by team purchasing agent (print) (if applicable):		Date:
Faculty Approval: Ferat Sahin		Date:
Financial Approval by ECCO Office:		Date:
Account Number: 01.63100.xxxxx.10.26006.00000		
Special Instructions:		

OFFICE USE ONLY

Order Entered By and Date

Date Order Received/ Initials

☐ Complete ☐ Partial

Special Notes (backorders, partial order received):