

# 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.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Project Team Number

Vendor:	
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					
2					
3					
4					
5					
Sub-total					
Handling: <input 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):	Date:
Reviewed by team purchasing agent (print) (if applicable):	Date:
<b>Faculty Approval: Ferat Sahin</b>	Date:
Financial Approval by ECCO Office: Account Number: <b>01.63100.xxxxx.10.26006.00000</b>	Date:
Special Instructions:	

## OFFICE USE ONLY

\_\_\_\_\_  
Order Entered By and Date

\_\_\_\_\_  
Date Order Received/ Initials

☐ Complete   ☐ Partial

Special Notes (backorders, partial order received):