

POLYTECHNIC PROCUREMENT FORM

(All fields are required, please include N/A)

Please note :

-An itemized receipt is required for all credit card purchases &
Request for Reimbursement
-Alcohol cannot be purchased on the Hospitality Card!

REQUESTOR:

DEPT:

PLEASE CHECK ONE:

- ☐ PRF
☐ CHECK OUT
☐ VENDOR PAYMENT (ATTACH INVOICE)
☐ REQUEST FOR REIMBURSEMENT
☐ ORDER REQUEST
☐ QUOTE ATTACHED
☐ VENDOR WEBSITE
☐ OTHER

CC #

Actual Amount: _____

Additional Contact Person:

Contact Email Address(s):

VENDOR/PAYEE:

VENDOR NUMBER:

(Try to get items through preferred/punch-out vendors before others)

VENDOR ADDRESS:

VENDOR WEB ADDRESS:

VENDOR PHONE NUMBER:

DATE OF ACTIVITY OR WHEN NEEDED BY:

DATE PRICE OBTAINED:

QUOTE VALID END DATE:

SHIP TO ADDRESS

NAME:

BLDG:

ROOM:

STREET ADDRESS:

ACCOUNT(S) TO BE CHARGED

PRF ACCOUNT

ORDER/WBSE

G/L ACCOUNT

AMOUNT

ITEM DESCRIPTION

PART NUMBER

QUANTITY

UNIT PRICE

EXTENDED PRICE

Total Expenses

Total:

PURPOSE OF ACTIVITY/MATERIAL USED FOR:

PURCHASING CENTER USE ONLY:

FOOTPRINT TICKET #:

ZV60 #:

DATE RECEIVED:

RECEIVED BY:

INDIVIDUALS ATTENDING:

☐

Alumni

☐

Students

☐

Guests

☐

Other

Requestor Signature: _____ Date: _____

Signature certifies that the requestor has the technical expertise and/or direct knowledge that these item(s) and costs will benefit the project(s) indicated.

Department Head/Dean Signature _____ Date: _____

Business Office Use Only:

Comptroller Approval

Date