



THE UNIVERSITY  
OF ARIZONA

STEWARD OBSERVATORY

PURCHASE REQUEST FORM

### CONTACT INFORMATION

DATE: \_\_\_\_\_ PURCHASER NAME: \_\_\_\_\_ GROUP: \_\_\_\_\_

CONTACT PREFERENCE: ZOOM MICROSOFT GROUPS PHONE: \_\_\_\_\_

### PURCHASE INFORMATION

PHONE WEBSITE SHOP CATALOG IN-PERSON BOOKSTORE OTHER \_\_\_\_\_

**\* THIRD PARTY CONTRACTOR PAYMENTS ARE NOT ALLOWED ON UA P-CARDS / SOME FOREIGN VENDORS ARE RESTRICTED**

VENDOR NAME: \_\_\_\_\_ APPROX. AMOUNT: \_\_\_\_\_

WEBSITE / VENDOR PMT INFO: \_\_\_\_\_

#### EXPORT CONTROL QUESTIONS:

IS THE PURCHASE FOR AN EXPORT CONTROLLED PROJECT (TCP)? \_\_\_\_\_  
IS THE PURCHASE EXPERT CONTROLLED? \_\_\_\_\_  
IF YES ON 1 OR 2 ANSWER THE FOLLOWING:  
WILL THE PURCHASE ITEM BE SHIPPED OR TAKEN OUTSIDE THE US? \_\_\_\_\_  
DOES THE EQUIP/HARDWARE HAVE OBVIOUS MILITARY OR SPACE CAPABILITY? \_\_\_\_\_  
IS THIS A LASER/SENSOR/INFRARED CAMERA/HIGH PERFORMANCE COMPUTER? \_\_\_\_\_  
ECCN/ITAR NUMBER: \_\_\_\_\_

**\* NON-WEB BASED VENDOR CONTACT INFO IS REQUIRED**

ITEM(S) DESCRIPTION:(ADD PURCHASING INFO)

### ACCOUNTING INFORMATION

ATTACHED (IF APPLICABLE):

TAG FORM OFF CAMPUS FORM

ATTENDEE LIST/AGENDA TRAVEL AUTH

OTHER \_\_\_\_\_

BUSINESS/RESEARCH PURPOSE:

**\*BUSINESS/RESEARCH PURPOSE SHOULD INCLUDE HOW IT RELATES TO THE PROJECT**

ACCOUNT / SUB ACC / UNIT (PREFERRED OBJ. CODE) \_\_\_\_\_

### SHIPPING INFORMATION

UA SHIPPING ADDRESS:

STEWARD OBSERVATORY

ATTN:

1540 E. 2ND ST

TUCSON, AZ 85721

ALTERNATE SHIPPING ADDRESS:

STEWARD OBSERVATORY

ATTN:

**\*ALL LAB EQUIPMENT IS REQUIRED TO SHIP TO CAMPUS; JUSTIFICATION IS REQUIRED FOR ALL NON-CAMPUS DELIVERIES**

**NON-LAB EQUIPMENT:** SHIPPING TO CURRENT DUTY POST LOCATED OFF UA CAMPUS

**LAB EQUIPMENT:** DUE TO COVID COORDINATING SHIPPING TO UA CAMPUS WAS NOT POSSIBLE; SHIPPING TO CURRENT DUTY POST LOCATED OFF UA CAMPUS

**PROVIDE JUSTIFICATION FOR ALTERNATE SHIPPING ADDRESS IF DEFAULT JUSTIFICATIONS ABOVE DO NOT APPLY:**

### PURCHASE APPROVAL

PI/DELEGATE APPROVAL: \_\_\_\_\_

**SOBO COMPLETES:**

FISCAL OFFICER APPROVAL: \_\_\_\_\_

**\*\* FISCAL OFFICER APPROVAL REQUIRED BEFORE PURCHASE: OVER 5K / COMPUTER PURCHASES / MISC \*\***