



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 ****