



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 \*\***