

**STEWARD OBSERVATORY**  
**PURCHASE ORDER REQUISITION FORM**

**Amendment**

Type of Requisition:    Regular                      Bid Only                      Blanket                      Document # R: \_\_\_\_\_  
PO #: \_\_\_\_\_

Date: _____ Need By: _____ Ordered By: _____ Phone: _____ Email: _____ Tech Questions To: _____ Phone: _____ Email: _____ Admin Questions To: <small>SO-SUPPORT@LIST.ARIONZNA.EDU</small> Phone: _____ Originator's Approval: _____ PI or Mgr. Approval: _____	Vendor: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone : _____ Fax: _____ Contact: _____ Website: _____ Email: _____
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Complete the following:	
Issue new tag?      No      Yes      Part of existing tag?      No      Yes      A: _____      D: _____	
Project Use ( <i>be explicit</i> ) _____	

Exact Delivery Location (check where you want this order delivered):		Preferred shipping broker: Suarez P: (520) 300-4233	
Mirror Lab                      Steward Observatory                      Room No: _____      Other: _____			
Specific location at facility: _____			

Account #	Unit / Activity	Object Code	Percent	Amount
_____	( _____ )	_____	%	\$ _____
_____	( _____ )	_____	%	\$ _____
_____	( _____ )	_____	%	\$ _____
_____	( _____ )	_____	%	\$ _____

Line #	Qty	U of M	Brand – Part Number – Product Description	Unit Cost	Extended Amount
1	_____	_____	_____ _____ _____	_____	\$ _____
2	_____	_____	_____ _____ _____	_____	\$ _____
3	_____	_____	_____ _____ _____	_____	\$ _____
4	_____	_____	_____ _____ _____	_____	\$ _____
Estimated Sub Total (page 1)				\$	_____
Tax Exempt?      No      Yes      Tax				\$	_____
Shipping				\$	_____
Estimated Total (pages 1 & 2)				\$	_____

PURCHASE ORDER REQUISITION FORM, CONTINUATION

Line #	Qty	U of M	Brand – Part Number – Product Description	Unit Cost	Extended Amount
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
10				\$	
11				\$	
12				\$	
13				\$	
14				\$	
15				\$	
16				\$	
Estimated Sub Total (page 2)				\$	

Export Control Questions

1. Is the purchase for an export controlled project (one with a TCP)?	YES	NO	
2. Is the purchased item export controlled?			
If answering "yes" to 1 or 2 please answer questions 3 through 6. If answer to 1 is "no" and 2 is "yes" or if 2 is "unk" also consult with the department Export Control Liaison.			
3. Will the purchased item be shipped or taken outside the U.S.?	YES	NO	UNK
4. Does the equipment/hardware have obvious military or space capability?	YES	NO	
5. Is this a laser, sensor, infrared camera, or high performance computer?	YES	NO	
6. If yes to any questions 2 through 5, list ECCN/ITAR Number			