

# CSE DEPT PURCHASE REQUISITION FORM

DATE \_\_\_\_\_

VENDOR \_\_\_\_\_

VENDOR PHONE \_\_\_\_\_

VENDOR URL \_\_\_\_\_

ACCOUNT/PROJECT # \_\_\_\_\_

## Purchase Requisition # \_\_\_\_\_

I certify that these costs were incurred to conduct research for TEES Project # \_\_\_\_\_ and are properly chargeable to the project.

\_\_\_\_\_  
SIGNATURE (Principal Investigator or Authorized Representative)

PART #	DESCRIPTION OR SPECIFICATIONS	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
				TOTAL	

How does the item purchased relate to the research project/academic account/income account?

\_\_\_\_\_

If ordering capital / inventoried equipment, where will it be located:

BLDG: \_\_\_\_\_ ROOM# \_\_\_\_\_

Is this item being added to a fabrication or inventoried item? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so what is the inventory number \_\_\_\_\_

I certify that these costs were incurred in support of research/academic related activities for the account/project listed above and are properly chargeable to the account/project.

Submitted by: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
PI or Departmental representative's signature