

# Course Purchasing Request Form



**Mechanical Engineering**  
Carnegie Mellon University

5000 Forbes Avenue, Wean Hall  
Pittsburgh, PA 15213

Phone: 412-268-2500  
Fax: 412-268-3348  
[www.cmu.edu/me](http://www.cmu.edu/me)

<b>Requestor:</b>	
Date:	
Email:	
Phone Number:	

<b>Vendor:</b>	
Contact Name:	
Email:	
Address:	
City, State, Zip:	
Country:	
Phone:	
Website:	

<b>Professor:</b>	
Account:	
Ship To:	
Needed by:	

Professor Approved? ☐ Yes ☐ No  
 Hazardous Material? ☐ Yes ☐ No  
 Purchase > \$2500? ☐ Yes ☐ No  
 Quote Attached? ☐ Yes ☐ No

Part#	Description also include a DIRECT link to the item on webpage.	Quantity	Unit Price	Total

Justification for Purchase:

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Notes:

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Sub-total:	
Shipping:	
Grand Total:	

**SUBMIT ALL REQUESTS TO:**  
 MechE Purchasing  
[me-purchasing@andrew.cmu.edu](mailto:me-purchasing@andrew.cmu.edu)