

Purchasing Request



Mechanical Engineering
Carnegie Mellon University

5000 Forbes Avenue, Scaife Hall
Pittsburgh, PA 15213

Phone: 412-268-2500
Fax: 412-268-3348
www.cmu.edu/me

Requestor:	
Date:	
Email:	
Phone Number:	

Vendor:	
Contact Name:	
Email:	
Address:	
City, State, Zip:	
Country:	
Phone:	
Website:	

Professor:	
Account:	
Ship To:	
Needed by:	

Professor Approved? ☐ Yes ☒ No
Hazardous Material? ☐ Yes ☒ No
Purchase > \$3,000? ☐ Yes ☒ No
Quote Attached? ☐ Yes ☒ No

Part#	Description	Quantity	Unit Price	Total

Justification for Purchase:

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Sub-total:	
Shipping:	
Grand Total:	

Notes:

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Submit by Email

me-purchasing@andrew.cmu.edu

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