

# Purchase Request

*Please print neatly.*

Ship to: VT Mechanical Engineering Department

\_\_\_ Randolph Hall

\_\_\_ Goodwin Hall

\_\_\_ Other: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Purchase

Requestor: Name \_\_\_\_\_

Email: \_\_\_\_\_@vt.edu

Phone \_\_\_\_\_

Vendor: \_\_\_\_\_

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Approved By: \_\_\_\_\_

Attn: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Qty	Unit: Ea/Pkg/Ft	Item Number & Item description	Cost per Unit	Total
Total Cost:				

*Please attach quote if available.*