

University of Kansas
Mechanical Engineering Department

REQUISITION FORM

All confirmation emails and invoices must be sent to wcvincent@ku.edu .

KU contract vendors must be used - Grainger, Staples B&H Photo, CDW, McMaster-Carr

REQ#:		Student Name:		Date:	
Vendor:		Web Site:		Office Use Only:	
Any purchases outside KU contract vendors must have justification:				Dept ID:	
				Fund ID:	
				Account:	
				CF1:	
Qty.	Stock/Item No.	Description	Unit Cost	Total Cost	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
		Kansas Exemption # KS1J7YJRYN			
		Federal ID #: 48-1124839	Subtotal:	\$ -	
			Estimated Shipping/Handling:		
			Total:	\$ -	

SHIP TO INFORMATION

The University of Kansas
Attn:
1530 W 15th Street
3138 Learned Hall
Lawrence, KS 66045-7609

Phone: 785-864-3181
Fax: 785-864-5254

BILL TO INFORMATION

The University of Kansas
Mechanical Engineering
1530 W 15th Street
3138 Learned Hall
Lawrence, KS 66045-7609

Phone: 785-864-3182
Fax: 785-864-5254
Email: wcvincent@ku.edu

Project Advisor Name:

Project Advisor Signature:
(REQUIRED before order is placed)

Project Name:

Special Instructions: