



# PURCHASE REQUEST

FOR DEPT USE ONLY

Req. Description: \_\_\_\_\_

PeopleSoft REQ # \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

Name of Requisitioner: \_\_\_\_\_

DELIVER TO (Room, Bldg., Extension): \_\_\_\_\_

SPEEDTYPE (previously acct. #): \_\_\_\_\_

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

## ACCOUNT NUMBER ( previously EXPENSE CLASSIFICATIONS)

531100	Stationery & Office Supplies	534100	Visitor Travel
531200	Laboratory & Research Supplies	534200	Faculty & Staff Travel
531260	Minor Expendable Equipment	534300	Registration Fees
531400	Food Service & Supplies	534310	Lecture Fees
531600	Catalogs & Publications	535300	Communications -POSTAGE
531700	Books, Periodicals, Bindings	536200	Major Equipment ( = , > \$5,000)
533200	Consulting	541100	Maint., Materials & Supplies
533730	Other Purchases (Outside)	543100	Equipment Repair - Contract
533800	Sub-Contracts	543200	Movable Equipment Repair

NAME OF VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

FAX NO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

Can this be ordered online? Yes or No \_\_\_\_\_

If yes, list website: \_\_\_\_\_

Will this company accept a credit card order? Yes or No \_\_\_\_\_

SHIP TO ARRIVE: \_\_\_\_\_

Attachment? (quote or drawing) Yes or No \_\_\_\_\_

\*SPECIAL INSTRUCTIONS: \_\_\_\_\_

Quantity	Catalog/item #	Description	unit price	total price
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

TOTAL AMOUNT \$0.00

FACULTY APPROVAL: \_\_\_\_\_

DEPARTMENT APPROVAL: \_\_\_\_\_