

DEPARTMENT APPROVAL:

PURCHASE REQUEST

FOR DEPT USE ONL	Υ.
Req. Description:	
PeopleSoft REQ #	
DATE AND TIME:	

valle of fice	uisitioner:					
ELIVER TO (F	Room, Bldg., Extension):					
SPEEDTYPE (previously acct. #):				Date: _		
	AC	COUNT NUMBER (previously EXPENSE CLASSI	FICATIONS)		
531100	Stationery & Office		534100	Visitor Travel		
531200	Laboratory & Resea	arch Supplies	534200	Faculty & Staff Travel		
531260	Minor Expendable I	• •	534300	Registration Fees	Registration Fees	
531400	Food Service & Su		534310	Communications -	POSTAGE	
531600	Catalogs & Publica		535300 536200	- :	Major Equipment (= , > \$5,000)	
531700	Books, Periodicals, Consulting	Bindings	541100		Maint., Materials & Supplies	
533200 533730	Other Purchases (Tutside)	543100	Equipment Repair		
533800	Sub-Contracts	54131367	543200	Movable Equipme		
NAME OF V	ENDOD.					
ADDRESS:	ENDON.					
CITY, STAT	E:			ZIP CODE:		
TELEPHON			FAX NO:			
ATTENTION	! :					
Can this be o	ordered online? Yes o	r No	If yes, list website:			
Will this co	npany accept a cred	dit card order? Yes	or No			
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