

Mechanical Engineering Order Form

Please Fill Form Out Completely

Please submit all online carts, invoices, quotes and links to MEBusiness@uky.edu.

Vendor/Reimbursee Name: _____ Date: _____
Vendor/Reimbursee Address: _____ Requested by: _____
City, State, Zip: _____ Student ID# If reimbursed: _____
Vendor/Reimbursee Phone #: _____ Your Phone #: _____
Vendor Website: _____ e-mail _____
Vendor Contact Person: _____ Account #: _____
Vendor Quote #: _____

Authorizing Signature: _____

Part #	Description	QTY	Unit	Price	Total Amount

Subtotal _____
Shipping _____
TOTAL _____

Description of Purchase - indicate lab supplies, books, Computer Software, memory for computer

If this purchase is being charged to a grant ending within the next 90 days, please provide a justification explaining the reason you are requesting this purchase near the end of the grant.

Justification of Purchase - list the project/class items will be used for and how the items will be used

NOTE: Purchases on grant accounts require justification in relation to the grant's objectives.

Delivery: Next day____ 2-day____ Ground____ Free____ Other (specify) _____

Submit online carts, invoices, quotes and links electronically.

If you have questions, contact the ME Business Office at MEBusiness@uky.edu or by phone 218-0665.