Multidisciplinary Senior Design
Kate Gleason College of Engineering
Purchase Requisition

This form is to be used for purchases made by Chris Fisher in the Multidisciplinary Senior Design Office or to request reimbursement for project purchases.

_____   _____
Project Name   Project Team Number

Vendor:	
Vendor Contact:	
Vendor Address:	
Vendor City/State/Zip	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Email:	

Item	Qty	Part Number	Detailed Description	Unit Price	Extended Price
1					
2					
3					
4					
5					
				Sub-total	
Handling: ☐ Standard ☐ UPS 2-Day ☐ Fed-Ex ☐ UPS Overnight				Amount	
				Total	

Student requester name and email(print):	Date:
Reviewed by team purchasing agent (print):	Date:
Reviewed by Faculty Guide:	Date:
Financial Approval by Chris Fisher: Account Number:	Date:
Special Instructions:	

OFFICE USE ONLY

_____   _____
Order Entered By and Date   Date Order Received/ Initials

☐ Complete   ☐ Partial

Special Notes (backorders, partial order received):