

# Department of Geography Purchase Request

Project Code: \_\_\_\_\_

Cost Center: \_\_\_\_\_

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

Form # \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

Dept. I.D. \_\_\_\_\_

Vendor:  Address:  Contact:  Phone: _____ FAX: _____	Requested By: (print name & sign, please) _____ Ext.: _____  Authorized Signature (e.g. PI or other): _____  Add'l Department Approval: _____
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Item #	Qty. & Unit	Catalog #	Part Number & Description	Unit Price	TOTAL

<b>Justification of Purchase &amp; Special Instructions:</b>		Tax @ _____ : _____ Shipping: _____
<b>Acct/Award Name:</b> _____	<b>Acct Nickname:</b> _____	<b>Estimated Total:</b> _____
<b>Acct/Fund/Sub:</b> _____	<b>Project Code:</b> _____	

**Complete appropriate boxes in this section for Equipment or High-Value Purchases**

Date Placed: _____	Object Code: _____	Rush Order? _____
Ordered by: _____ Ext. _____	Custody Code: _____	SB or VB? _____
Special Delivery? _____	User Bldg & Room #: _____	User Name & Initials: _____

<b>Equipment Certification: I certify that no like item is available for loan, sharing or transfer.</b> (complete for equipment purchase only)  <input checked="" type="checkbox"/> _____ Department Head Signature _____ Date _____	Authorized Signature for On-line (GUS or REX) Purchasing:  <input checked="" type="checkbox"/> _____ Signature _____ Date _____
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<b>FDP Equipment Usage Assurance: The equipment is used primarily or exclusively in the conduct of research.</b>  <input checked="" type="checkbox"/> _____ PI Signature: _____ Date: _____
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Additional Notes: \_\_\_\_\_