

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
1					
2					
3					
				Subtotal:	

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

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:

Equipment Certification: I certify that no like item is available for loan, sharing or transfer. (complete for equipment purchase only) X _____ Department Head Signature _____ Date _____	Authorized Signature for On-line (GUS or REX) Purchasing: X _____ Signature _____ Date _____
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FDP Equipment Usage Assurance: The equipment is used primarily or exclusively in the conduct of research. X _____ PI Signature: _____ Date: _____

Additional Notes:
