

U of U
Tax Exempt#
20203

Purchase Request Form
Department of Mechanical Engineering
Not to be used for travel expenses nor conference registration

U of U
Tax Exempt#
20203

Date: _____
Name: _____
E-mail & Phone: _____
Design Project Name & Class & Chartfield: _____
Authorized by: _____
(Please print name)

PLEASE PRINT LEGIBLY

Authorized by: _____
(Faculty signature required)

Type of Purchase: (please check one)

- Campus Purchase
 Credit Card Purchase (**Under** \$5,000)
 Off Campus Purchase (**Under** \$5,000)
 Off Campus Purchase (**Over** \$5,000)
 Check Request

ALL PURCHASE REQUESTS
TAKE A MINIMUM OF 48 HOURS!

*If this is a meal purchase request:

- Describe business purpose meal: _____
- # of attendees: _____ (If less than 11 attendees; list names of attendees on back of form)

Quote:

Quote # _____
(Obtaining a quote from the vendor will dramatically speed up processing time on purchase requests)

Specify Appropriate Action:

- I want to pick up the order
 Mail order
 Fax order
 Phone Order

When possible, items will be purchase with a U of U credit card:

Vendor: _____
Vendor Contact (Specific Individual): _____
Vendor Website Address: www. _____
Vendor Address: _____
City, State, Zip Code: _____
Phone: () - - Fax: () - -

QTY	Part#	Description	Cost/Each	Sub-Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Shipping (U.S. standard ground if not otherwise indicated)				\$
Tax Exempt # 20203- Sales tax will not be paid			TOTAL	\$

(Please use back of form if necessary)

Please attach quote or supporting documents

Incomplete forms will cause a delay in purchase request processing