

# Purchase Request Form

Please follow this guide for quick tips on how to use the new Purchase Request Form.

Department: Mechanical Engineering

If you have any questions regarding a purchase or this form, please contact the Purchase Agent (Brittany Nelson) at [purchaseagent@mech.utah.edu](mailto:purchaseagent@mech.utah.edu) or by phone at (801) 587-7782.

Approver Information

Principal Investigator

This should be your Faculty Advisor or PI. Faculty members who are submitting requests can leave this blank.

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Accounting Distribution

Please obtain this from your faculty advisor if you are not sure.

Project / Activity

If you do not know which activity or project this should be paid from, please leave it blank and your Faculty Advisor will fill in this information.

☐ This purchase is for a class

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If this purchase is for classroom purposes, please check this box and notate which class it is for. If the purchase is for Senior Design, please enter your team name as well as the class number.

Notes or Instructions (if charges are to be split among multiple chartfields, please indicate here)

If this purchase needs to be split, please note all activity/project numbers as well as percentage or amount of the split. Please note any fabricated asset numbers here as well.

Purchase Details

If you have a quote or invoice, please attach in this section.

Select Vendor (Only one per purchase request)

Please add your vendor using the “Add/Edit Vendor” option if it does not appear in the list.

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Add / Edit Vendor

Ship To

If you are requesting shipping to anywhere other than MEK Admin Office, please explain in “Additional Comments” section.

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Shipping Options

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Ground shipping is default - please specify here if you will be picking up or need faster shipping. Note that additional charges will likely apply.

Shipping Cost

☐ Rush Order

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Only check this box ONLY if this is truly a rush order due to extenuating circumstances. Please explain in the Additional Comments section of the form with details ie. when you need the items by.

+ Add Attachment

If you were provided a quote, please attach it here.

Order Items

You can drag a product page URL from another browser window onto this one and the system will try to auto create the order item with information from that webpage.

Quantity	Unit	Catalog #	Description	Price	<div><div></div></div>
<div><div>1</div></div>	<div></div>	<div></div>	<div><div></div><div></div></div>	<div></div>	<div><div>✓</div><div>✕</div></div>

+ Add Item

Add Meal Purchase

Add by URL

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You can drag URLs here or enter the items manually. Please add the item URL in the Desripton field if you are entering manually.

If this purchase is for food for a meeting or event, please use the “Add Meal Purchase” option.

Total Price: \$0.00

Additional Comments or Instructions

Please leave notes here regarding when items are needed by, if additional instructions are needed for purchase, contact person for the order, etc.

Submit Purchase Request