



STARK

Purchase Request

| | Part Number | Description | Unit Price | Quantity | Total |
|-----------------|----------------|-----------------|----------------|--------------------|-----------------|
| EXAMPLE: | 12345 | T-shirts | \$10.00 | 60 | \$600.00 |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| | | | | Grand Total | |

If more lines are needed, please attach an additional sheet.

Index _____ Account (if known) _____
Purpose _____
Requestor _____ Date _____
Email _____ Date Needed By _____
Vendor Name _____ Vendor Contact _____
Vendor Phone _____ Vendor Email _____

(To check any of the below check boxes, click on the box)

Payment Method: ☐ Purchase Order ☐ P-Card ☐ Check Request ☐ Interdepartmental Charge (IDC)
☐ Reimbursement (via Expense Workflow)

Select departments to be notified, print the form, and obtain necessary approvals:

☐ Network Services (Signature) _____
☐ Media Services (Signature) _____
☐ Facilities (Signature) _____
☐ Other (Department & Department Head's Signature) _____
☐ Faculty & Lab Purchases, Assistant Dean (Signature) _____

Department Head Approval* _____
(Print)

Department Head Approval* _____ Date _____
(Signature)

☐ Business Office Review (if purchase exceeds \$1,000)
(To check the box, click on the box)

Dean Approval _____ Date _____
(Required for purchases exceeding \$1,000)