

**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 additional lines are needed, 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)** |
|  |  |
| Select departments to be notified, print the form, and obtain necessary approvals: [ ]  Network Services, JoEllen Klco (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Media Services, Susan Markovich (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Facilities, Brian Gardner (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Other (Department and Department Head’s 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) |

 |

***\*Assistant Dean of Academic Affairs approves Faculty purchase requests***