



# Division of UNDERGRADUATE STUDIES

## REQUEST TO PURCHASE

### Requestor Information

Name \_\_\_\_\_

Department \_\_\_\_\_

Date of Request \_\_\_\_\_

Request Type \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

### Purchase Information

Vendor Name \_\_\_\_\_

Vendor Contact (if available) \_\_\_\_\_

Purpose of Purchase: \_\_\_\_\_

### Event Information (if applicable)

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Est. # of Attendees: \_\_\_\_\_  
(15 and under email list of names)

Purpose of Event: \_\_\_\_\_

Item #	Description	Quantity	Price	Total

Please email a separate sheet for additional items.

GRAND TOTAL \_\_\_\_\_

### Approvers Only

Funding Type:    E&G    C&G    Foundation

Department ID / Fund / Project \_\_\_\_\_

Payment Type:    PO    P-Card    Non-Travel

Additional Comments: \_\_\_\_\_

Department Head / Supervisor / PI Approval \_\_\_\_\_

Fiscal Manager Approval \_\_\_\_\_

To be completed by Purchasing Rep:

Date entered \_\_\_\_\_

Requisition # \_\_\_\_\_

PO # \_\_\_\_\_