

☐ Check if new vendor or new location.☐ Check for Grants and complete "Attachment A"For Procurement
Services Only -
PO#>>>

Vendor Information			Requestor Information		
Company Name			Requestor Name		
Street Address			Requestor Department		
City/State/Zip			E-Mail		Phone
Vendor Contact			SHIP TO Department		
Vendor Phone			Ship to Contact		
Vendor Fax			Street Address		
Vendor E-Mail			Building		Room #
Account Distribution Info			City/State/Zip		
Account	Fund	Org			
			BILL TO Department		
Subclass	Project/Grant		PO Box		
			City/State/Zip		
ORDER INFORMATION					
Note: The "Description" column/space is set up to enlarge and wrap text for longer descriptions					
QTY	UOM	DESCRIPTION		Unit Price	Extended
For Use By Asset Management, and Grants & Contract			This Page Total >		
For Capital Asset Purchase Only (unit price under \$5000):			Grand Total (all pages) >		
Location (Bldg & Room #) >			Requested For >		
CHECK for Component >			Approved By >		
Department >			Title >		
Identify Assembly >			Comments >		
For Sponsored Projects:					
Sponsor Name >					
Award # >					