Purchasing Request

① My Name _____ Project _____
Cell ph _____ email _____
Date _____ Professor _____

For purchases from University of Utah department, fill in #2 and 6-8. For purchases from off-campus company, fill in #3-8.

② Campus Order for dept:

③ company
website URL http://
address
city, state, zip
phone
preferably toll-free
fax

④ *Shipping will be standard ground (cheapest) unless otherwise requested*

standard ground

Payment

any method

Sequence

POS #

Invoice/
Receipt $

Reallocated
Amount $

Transaction
Date

Reallocated
Date

Reallocated
by

Order Confirmation #

Date Ordered by ☐ Kay

☐ Web ☐ Fax
☐ Phone
Order Taken by

Item
Subtotal $

Shipping/
Handling $ ☐ standard

Order
Total $

Order
Total $

☐ written in book
☐ copied to requester

02Jul07

⑥

Catalog, Part, or SKU #	Description ☐ *See attached*	Size/ Quantity	Price Each	Cost	In Stock/Price Correction
		×	$	= $	
		×		=	
		×		=	
		×		=	
		×		=	
		×		=	
		×		=	
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		×		=	

⑦ ×
Approval of Research Advisor

⑧ total $ 0.00