

Buying Request

INSTRUCTIONS: Fill out completely, attach quotes, printouts, or other documentation, get an approval signature, & upload to UShop or submit to office for processing

1 **Date** _____

2 **Supplier** _____
If new vendor, provide contact information.

Website _____

Contact/Email _____

Contact Person _____

Phone _____

3 **Fund Description**

Project / Activity 1 _____

Project / Activity 2 _____

Sub-Account Code _____

GFA/Signs Below _____

4 **Shopper/Buyer Name** _____

uNID _____

Cell Phone _____

My Email _____

Requested by (if for another) _____

5 **This purchase contains:**

controlled substance radioactive

hazardous toxin

none of the above

6 **Delivery**

standard ground

will call/pickup

digital delivery

Rush orders need approval!

next day initials _____

2-day

Ship/Delivery Notes

7 Purchase items as per attached quote or other documents (Cart, receipt etc.) -OR- as below

Catalog, Part or SKU #	Description	Size/Quantity	Price Each	Cost
		X		
		X		
		X		
		X		
		X		
		X		

8 **BUSINESS PURPOSE:** Briefly describe how the item(s) will be used toward the project/activity objectives (required!).

Where will the item(s) be kept or used?

Subtotal	
Estimated shipping handling,delivery/tip	
Total	

9 X _____ Date: _____

Approval of PI or Financial Authority (required)

Authority, please initial attachments.

Office Use Only

Purchase Type

Purchase Order/(USHOP)
 Print & Carry PO (USHOP)
 Credit Card (PCARD)
 ePayment Request (EPR)
 On-Campus Chartfield (JE)
 Int'l Wire Transfer (A/P)

Notes: _____

Order Details

Date Ordered _____

Order Confirmation # _____

Subtotal _____

Delivery/Shipping/Other _____

Est. Order Total _____

Document Numbers

Internal Reference # _____

Requisition/ePR _____

Source Doc: PO/POS/Check _____

Invoice _____

Inventory/Asset red
 yellow
 fabrication

Purchasing Card

Cardholder/Last 4 Digits _____

Transaction Date _____

Posting Date _____

Reallocated Amount _____

Reallocated Date, By _____

Other Notes/Instructions