

REQUEST FOR REQUISITION: ENGINEERING SCIENCE AND MECHANICS

For Bookkeeping Only: Check One					LO <input type="checkbox"/>	PURC <input type="checkbox"/>	SRFC <input type="checkbox"/>	GREQ <input type="checkbox"/>	IDCC <input type="checkbox"/>	Peard <input type="checkbox"/>	Form # _____
Budget _____	Fund Name _____			Fund # _____	Object Code _____						
Budget _____	Fund Name _____			Fund # _____	Object Code _____						
Budget _____	Fund Name _____			Fund # _____	Object Code _____						

Vendor: _____	Your Name: _____
Address: _____	Ship To: _____
_____	_____
_____	_____
Contact: _____	Method of Purchase Requested: (check one)
Phone: _____	PCard Phone/Fax Web In Person
Fax: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

THIS SECTION FOR FREIGHT INFORMATION ONLY (containers or items exceeding 150 lbs)
Use standard UPS for items under 150 lbs. (Non-Frieght)

Freight shipping information (including crating & pallet) Total number of containers: _____ List information for each below
Use reverse if more that 4:

1. Weight _____	Width _____	Length _____	Height _____		2. Weight _____	Width _____	Length _____	Height _____
3. Weight _____	Width _____	Length _____	Height _____		4. Weight _____	Width _____	Length _____	Height _____

Purpose of Purchase: _____

Check One: Supplies Software Equipment Computers Repairs Other _____

For software or equipment upgrade/add-ons, list PDU tag # from existing equipment: _____

Equipment located at: EES Bldg. Room # _____ Research. West Room # _____ Other: _____

Quantity	Catalog #	Description	Unit Price	Total
Shipping & Handling				
Grand Total				

Today's Date _____ Requesting Faculty Signature _____