

# DEPARTMENT OF MECHANICAL ENGINEERING

## PURCHASE REQUEST

<b>Acct Holder Name:</b>									Date	
BUSINESS UNIT	ACCOUNT	ORG DEPT	FUND CAT	FUND	FUNCTION	PROJ/GRANT	ACTIVITY	PROGRAM	PURPOSE	SITE
NT752										

Vendor	
Address / Website	
Phone / Fax	
Sales Contact Name	
Email / Phone	
Info	

ITEM #	Description	Cost Per Item	Qty	Total	REC'D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

SHIPPING ( <i>Prefered Method</i> )			
ATTACHED INVOICE OF ORDER / CART ( <i>Cannot Process without</i> )	<b>GRAND TOTAL</b>		

**JUSTIFICATION OF PURCHASE**

Signature of Accountholder (Electronic signature accepted with email)	Signature of Approver (Electronic signature accepted with email)

- Process for purchasing:
- 1) Print and deliver OR email all ALL purchase requests to Office Coordinator for processing
  - 2) All GREEN blocks MUST be completed and confirmed prior to purchasing
  - 3) Office Coordinator will provide to Specialist all required documentation for actual purchasing. Upon receiving, Admn Specialist will process full order within 3 business days. Specialist will be responsible for all questions and concerns regarding order status or delivery.

**NOTE: ME staff cannot accept purchase request forms from students without accountholder's signature or confirmation of chart-string.**

STAFF ONLY	Staff Responsible: <input style="width: 50px;" type="text"/>	Date Ordered: <input style="width: 50px;" type="text"/>	Pcard/REQ <input style="width: 50px;" type="text"/>
	Rec'd Approval Date: <input style="width: 50px;" type="text"/>	Date Received: <input style="width: 50px;" type="text"/>	Posted on MASTER <input style="width: 50px;" type="text"/>
ADDITIONAL NOTES: BELOW AND BACK			