

Request to Purchase (last revised: 5/10/17)

Date Requested: ____/____/____

Vendor (one form for each Vendor): _____

Requestor: _____

Justification (include business purpose): _____

Is this for travel? **No Yes** If yes, Full Legal Name: _____ Date of Birth : __/__/____

Specific Travel Considerations (aisle seat, cell #, etc.): _____

Is this for technology? **No Yes** If yes, obtain COE Tech Manager authorization and check here _____

Is this for a tablet/lpad? **No Yes** If yes, obtain Purchasing authorization and check here _____

Item	Product #	Quantity	Cost/item	Total

FORM TOTAL: \$ _____

Please note: **Requestor must obtain quotes and submit with this form! Per Purchasing guidelines: Purchases up to \$3499-one (1) quote, \$3500-\$19,999 two (2) quotes, \$20,000-\$39,999 three (3) quotes, over \$40,000 contact Purchasing**

Who will purchase? _____ Org/Account # _____ / _____

How will payment be made (check one)?

Direct Pay _____ Procard _____ Central Stores/Inter-account _____ Requisition/Purchase Order _____

OFFICE USE:

Do you want to know Org balance prior to signature? **No Yes** Amount \$ _____ Initials _____

Approved by: _____ OR

Reason for Denial: _____

TRACKING:

Date ordered/reserved/entered ____/____/____ Confirmation # _____

Requisition # _____ PO # _____

Date received ____/____/____ Receiver # _____

Tracking # _____ Location (building/office #) _____ / _____