



# EQUIPMENT PURCHASING REQUEST



date \_\_\_\_\_

**USE THIS FORM FOR:** computer equipment and technical supplies.

Take to **Rm 370** for Computer/technology equipment and the **Business office in Rm 242** for other orders.

SUBMITTER INFORMATION	
submitter's name	phone
email	room #

COST DISTRIBUTION / APPROVAL	
fund/account # _____ ▶ _____ % ▲ _____ authorization signature	fund/account # _____ ▶ _____ % ▲ _____ authorization signature

ITEMS TO ORDER					
qty.	unit	catalog or model #	description of item	unit price	total
date required DD/MM/YY : :				<input type="checkbox"/> substitutions allowed	est. sub total discount shipping est. total

VENDOR INFORMATION		
company	phone	
contact person	email	
street address		
city	state	zip
website address		

BUSINESS OFFICE USE ONLY				
request recd.	mtls. recd.	back ordered	blanket order	_____
date ordered	mtls.delivered	partial/complete	date complete	_____