

VPR Purchase Request / Direct Pay

Date of Request: _____

Please return packing slips & invoices to the person you placed the order with.

Please fill out ALL information (Incomplete fields may delay your order!)

| | | | |
|--|---|-------------------------|------------------|
| Requested by: _____ <small>(Name)</small> | Office Location: _____ <small>(Building & Room Number)</small> | Phone No.: _____ | Email: _____ |
| PI Authorization: Name: _____ | Signature: _____ | Project/Fund No.: _____ | Org. No.: _____ |
| Financial Mgr: Name: _____ | Signature: _____ | Program No.: _____ | Actv. No.: _____ |

Vendor Information

(A vendor quote or web printout (with item pricing) is REQUIRED for all vendors)

| | |
|--|-------------------------------|
| Name: _____ | Federal ID/RIN.: _____ |
| Address: _____ | City, State, Zip: _____ |
| Phone No.: _____ | Fax No.: _____ |
| Website: _____ | Quote No.: _____ |
| US Citizen? <input type="radio"/> Yes <input type="radio"/> No | Country of Citizenship: _____ |

Purpose of this purchase: _____

| | | | | | |
|---|---|---|---|---|---|
| Y | N | Y | N | Y | N |
|---|---|---|---|---|---|

Personal reimbursement? *under \$100 use Petty Cash form Basic research? Cost Sharing?*

*if Cost Sharing, to which Project & describe how it supports the project:

Admin.
 Rec Inv

| Catalog No. | Description – Part no., size, color, etc. (be specific) | Category* | Acct. Code | Lab/ Room # | Qty. | Unit (ea/pk/cs) | Unit Price | Item Total |
|-------------|---|-----------|------------|-------------|------|-----------------|------------|------------|
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SPECIAL ORDERING INSTRUCTIONS: *for Equipment/component parts, provide equipment name, manufacturer, serial #, and RPI tag #.

| | | |
|--|--------------|--|
| Deliver to: _____ <small>(Name, Building, Room #)</small> | Subtotal: | |
| Shipping Instructions: _____ <small>(Overnight, Standard, 2nd Day Air, etc.)</small> | Shipping: | |
| | Order TOTAL: | |

Requisition Date: _____ Requisition No.: _____ Purchase Order Date: _____ Purchase Order No.: _____
- Admin Use Only - - Admin Use Only - - Admin Use Only - - Admin Use Only -