

CSE DEPT PURCHASE REQUISITION FORM

DATE _____

VENDOR _____

VENDOR PHONE _____

VENDOR URL _____

ACCOUNT/PROJECT # _____

Purchase Requisition # _____

I certify that these costs were incurred to conduct research for TEES Project # _____ and are properly chargeable to the project.

SIGNATURE (Principal Investigator or Authorized Representative)

PART #	DESCRIPTION OR SPECIFICATIONS	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
				TOTAL	

How does the item purchased relate to the research project/academic account/income account?

If ordering capital / inventoried equipment, where will it be located:
 BLDG: _____ ROOM# _____

Is this item being added to a fabrication or inventoried item? Yes _____ No _____
 If so what is the inventory number _____

I certify that these costs were incurred in support of research/academic related activities for the account/project listed above and are properly chargeable to the account/project.

Submitted by: _____

APPROVED: _____
 PI or Departmental representative's signature