

# Purchase Request & Authorization

## OSU - Chemical Engineering

*This form is used for Pcard and campus purchases to document pre-approval per State law and OSU policy*

**Form Instructions:**

- 1 Fill out yellow boxes as thoroughly as possible - if you have more than 10 items, include a separate sheet
- 2 **"Business Reason"** must be completed. Pcard purchases must include **"Pcard Justification"**
- 3 Send signed form to ChemEngrFinancial@okstate.edu; include Nirmla Vaidyanathan if a Pcard purchase

Requestor:		Request Date:	
Vendor:		Request Type:	<input type="checkbox"/> P-card
Phone:			<input type="checkbox"/> Campus vendor
Vendor Account #			<input type="checkbox"/> Other

Item	Qty	Catalog Number	Description	Unit Cost	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\*Make sure to include Shipping & Handling as a line item. Verify with vendor **BEFORE** order.

**TOTAL**

Fund #

PI Approver

Sub code

Quote #:

Expected Delivery Date:

**Billing/Shipping Address:**

ATTN:

420 Engineering North  
Stillwater, OK 74078

**Special Instructions (different address, refrigeration, etc):****Business reason (A brief description of the order and it's use)****Justification of why a Pcard was used instead of OK Corral (check one)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Not available in OK Corral       | <input type="checkbox"/> Amazon - cost savings (must be substantial) | <input type="checkbox"/> Authorized by dept. head or accountant (unusual circumstance or purchasing problem) |
| <input type="checkbox"/> Vendor only accepts credit cards | <input type="checkbox"/> One-time use vendor                         |  |
| <input type="checkbox"/> Other (provide explanation):     |  |  |

Requestor Signature: \_\_\_\_\_

PI signature: \_\_\_\_\_

(if not requestor)

**OFFICE USE ONLY**

Purchaser: \_\_\_\_\_

Date Encumbered:

Date Purchased:

Transaction #:

Receipt #:

Actual Amount:

**Supplies**

- 703020 – Non-expendable office supplies (includes items like wastebaskets, staplers, inexpensive office equipment/furniture less than \$500)
- 703030 – Expendable office supplies (includes file folders, pens, notebooks, etc.)
- 703300 – Education supplies (supplies used for education or training, includes supplies for workshops like information binders or jackets, notebooks, etc.)
- 703450 – Lab supplies (includes reagents, glassware, gasses, gloves, etc.)

**Software**

- 703150 – Software under \$500 (this includes one-time purchases and software subscriptions)

**Data Processing equipment (computers & printers)**

- 703902 – Data Processing equipment under \$500 (computers, printers, etc.)
- 703952 – Grant Data Processing equipment under \$5,000 reported by other agencies (for grant use only)
- 704001 – OSU Data Processing equipment under \$5,000 (purchased with department, startup, F&A, or Chair funds)
- 704202 – Data Processing Equipment \$5,000 or greater purchased with non-federal funds (OSU funds and non-federal grants)
- 704232 – Data Processing equipment \$5,000 or great purchased with federal funds (federal grants only)

**Equipment**

- 703918 – Lab Equipment under \$500
- 703970 –  
Grant Lab Equipment under \$5,000 reported by other agencies (for grant use only)
- 704010 – OSU Lab Equipment under \$5,000 (lab equipment purchased with department, startup, F&A, or Chair funds)
- 704220 – Lab Equipment \$5,000 or greater purchased with non-federal funds (OSU funds and non-federal grants)
- 704250 –  
Lab Equipment \$5,000 or great purchased with federal funds (federal grants only)
- 704350 – Fabricated equipment - items to make lab equipment that will total over \$5000 when complete

**Travel**

- 705520 – In-state registration
- 705620 – Out-of-state registration
- 705720 – Out-of-Country registration (requires pre-approval by Dean)

**Other**

- 706120 – Shipping (FedEx, UPS, etc.) – used when we are paying to get something shipped to us
- 708010 – Printing & Binding Services (contractual printing services)