

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 Nirmala 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 <u>BEFORE</u> 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: <input style="width: 100%;" type="text"/>	Receipt #: <input style="width: 100%;" type="text"/>
Date Purchased: <input style="width: 100%;" type="text"/>	Actual Amount: <input style="width: 100%;" type="text"/>
Transaction #: <input style="width: 100%;" type="text"/>	

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)