

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:			
Phone:			
Account #			

Item	Qty	Catalog Number	Description	Unit Cost	Total
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
*Make sure to include Shipping & Handling as a line item. Verify with vendor BEFORE order. TOTAL					\$0.00

Fund #		Quote #:	
Sub code		Expected Delivery Date:	

Billing/Shipping Address:

Special Instructions:

ATTN:		
420 Engineering North		
Stillwater, OK 74078		

Business reason (A brief description of what you are purchasing and it's use)

Pcard Justification (why wasn't this purchased in OK Corral)

Requestor Signature: _____ PI signature: _____
(if not requestor)

OFFICE USE ONLY

Purchaser: _____	Please initial and date each box
Budget Check:	Receipt #:
Encumbered:	Actual Amount: