

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

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| 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 |
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| | | | |
|------------|--|---------------|--|
| 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 <u>BEFORE</u> order. TOTAL | | | | | \$0.00 |

| | | | |
|----------|--|-------------------------|--|
| Fund # | | Quote #: | |
| Sub code | | Expected Delivery Date: | |

| | |
|--|---|
| Billing/Shipping Address: | Special Instructions: |
| ATTN: <input style="width: 90%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| 420 Engineering North | <input style="width: 100%;" type="text"/> |
| 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: <input style="width: 100%;" type="text"/> | Receipt #: <input style="width: 100%;" type="text"/> |
| Encumbered: <input style="width: 100%;" type="text"/> | Actual Amount: <input style="width: 100%;" type="text"/> |