

REQUISITION TO PURCHASE

REQUESTED BY: _____

DEPT ID & ACCOUNT: _____
Name & UFID of account holder

VENDOR: _____

ADDRESS: _____

| Catalog# | Description | Qty | Unit Price | Total | Campus Location* | Primary User** |
|-------------------|-------------|-----|------------|-------|------------------|----------------|
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| | | | | | | |
| Shipping/Handling | | | | | | |
| Grand Total | | ➔ | | | | |

Yes No **Will this item be exported outside the United States?**

*Room# & Building where item will be housed. If item is to be located outside, list the nearest building.

**The primary user or person responsible for the item.

If using grant funds, will this purchase solely be used for work that benefits this grant? Yes ___ No ___

Justification for purchase:

If items are within the following price ranges, quotes/bids are required as stated:

- \$1,000 - \$4,999 No quote needed. Purchasing Coordinator's discretion.
- \$5,000 - \$24,999 Documented quotes from 2 or more vendors by phone, fax, email
- \$25,000 - \$74,999 2 or more written quotes (please attach both quotes)
- OVER \$75,000 Formal bids required

Faculty Signature: _____