

Mechanical Engineering

Purchase Order Request

PO Number: _____

Date Received: _____

Requester Information:

Requested By: _____ Date Submitted: _____

Email Address: _____ Phone Number: _____

Account String: _____

Fund DeptID Program Project CF1 CF2 EmplID

Vendor Information:

FOR OFFICE USE ONLY

Emailed Faxed _____ VM _____

Name: _____ Address: _____

Phone: _____

Fax: _____ Email: _____

Quantity	Unit	Description (provide part numbers)	Cost/Unit	Total Cost
Total Estimated Cost				

Justification:

Is this purchase part of a fabrication? Yes No If yes, provide the FAB ID Number: _____

Who will benefit from this purchase? _____

What is being purchased? _____

Where will the items be located (Room Number)? _____

Why is this purchase necessary? _____

How does this purchase benefit the account being charged? _____

Comments/Special Instructions: _____

PI/Advisor Signature: _____

Accountant Signature: _____