Purchase Request Form

Biology & Neuroscience

PO or P-Card# _____

Order Date _____

Requestor name: _____

Date of request: _____

Extension or cell #: _____

Student or N/A * _____

* ☐ *Adviser has reviewed and approves purchase*

Deliver to MBH #: _____

Live or perishable? _____

Date needed: _____

Shipping Method: ☐ standard ☐ 2-Day ☐ Overnight

☐ Pay extra to arrive by (date): _____

EDORDA STRING:					
Entity	**Department**	**Object**	**Restriction**	**Designation**	**Activity**
311	☐ 2110 (Biology) ☐ 2140 (Neuroscience) ☐ 2909 (SRPS) ☐ 2902 (Start Up) Other:	☐ 54200 (Supplies) ☐ 54000 (Equipment) Other:	☐ 10	Designation or N/A: Grant or Fund Name:	

VENDOR INFORMATION:

VENDOR: _____ **If quote, #** _____

Phone # or N/A: _____ **Ordering everything on quote?** _____

(If quote, please attach pdf of quote) **Same quantities?** _____

Special Instructions:

	ITEM #	**DESCRIPTION AND SIZE** (e.g. 6/pack, 1L, 10 mg)	**UNIT** (ea, case)	**QTY**	**UNIT PRICE**	leave blank
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

☐ **Continued page 2** *(page down for additional lines).* *If a large quote (>6 items), you may write "☐ quote" on line 1, and mark items and quantities needed directly on quote.*

CONFIRMING:

Order Date: _____ Ship Date: _____

Customer Rep: _____ Delivery Date: _____

Customer # _____ Order # _____

NOTES:

SUBTOTAL:	
Shipping:	
Other:	
TOTAL:	

☐Invoice or P-card log ☐Orders Log ☐Stockroom notified ☐Excel ☐Order complete

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Requestor name: _____ Vendor _____

	ITEM #	DESCRIPTION AND SIZE (e.g. 6/pack, 1L, 10 mg)	UNIT	QTY	UNIT PRICE	leave blank
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

☐Invoice or P-card log ☐Orders Log ☐Stockroom notified ☐Excel ☐Order complete

Please submit completed for to Carrie Donohue, MBH 143, cdonohue@middlebury.edu