

# Purchase Request Form

PO or P-Card#

Order Date :

Requestor name:

Date of request:

Extension or cell#:

Student or N/A\*

Deliver to MBH Room#:

Live or Perishable?

Date needed:

Shipping Method: Standard    2-Day    Overnight

\*Advisor has reviewed and approved purchase?

Pay extra to arrive by (date):

## EDORDA STRING:

Entity	Department	Object	Restriction	Designation	Activity
311	<input type="checkbox"/> 2110 (Biology) <input type="checkbox"/> 2140 (Neuroscience) <input type="checkbox"/> 2909 (SRPS) <input type="checkbox"/> 2902 (Start Up) Other:	<input type="checkbox"/> 54200 (Supplies) <input type="checkbox"/> 54000 (Equipment) Other:	<input type="checkbox"/> 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 "see quote" on line one and mark items and quantities directly on quote.

<b>CONFIRMING:</b>	
Order Date: _____	Ship Date: _____
Customer Rep: _____	Delivery Date: _____
Customer # _____	Order # _____
NOTES:	

<b>SUBTOTAL:</b>	
<b>Shipping:</b>	
<b>Other:</b>	
<b>TOTAL:</b>	

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 120, cdonohue@middlebury.edu