

GRANTS CORE - REQUEST TO PURCHASE

You must have account and vendor as well as PI approval or we will not be able to process your purchasing request

Date Submitted: _____

Vendor Name: _____

Requestor: _____

Address: _____

Project/Grant Name: _____

Project #: _____

PI name: _____

Vendor Rep: _____

Phone #: _____

Quantity	Item Number	Description*	Unit Price (each)	Extended Total

REQUESTING GRANTS CORE SUBMIT ORDER: YES NO	Subtotal:	
ORDER PLACED ON P-CARD: YES NO	Shipping & Handling:	
NAME ON P-CARD**:	TOTAL:	

**Please note: The description should contain model, part, or catalog number(s) to identify the item(s).
When ordering software, please include the version number, media type and size, and operating system.*

****Note: This form can not be processed without the PI signature, even when you are purchasing with a Pcard**

Signatures:

PI	Date
Grants core staff	Date

PO# (If applicable): _____

To be completed by grants core staff:

<u>Dept ID</u>	<u>Project #</u>	<u>Fund #</u>	<u>Program Code</u>	<u>Source of Funds</u>	<u>Flex Field</u>

Order placed by: _____ **Date:** _____