

Vice Chancellor Research
REQUISITION FORM

*Today's Date: _____

*Required by Date: _____

*Requestor: _____

*Email: _____

*Phone: _____

*Vendor: _____

*Address: _____

*Contact: _____ *Phone: _____

*Email: _____

Req #:	_____
Date Entered:	_____
Sensitive Item:	Yes or No
PO #:	_____

Required PO Attachments: 1. Quote Requirements: valid date shipping cost with FOB and destination lead time 2. Over \$10K RSF (fund3) Memo (fund1) 3. If a New Vendor, W-9
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*ITEM	*QTY	*Description	*Unit Price	Extended Price

*Business Reason: _____		
*REQUIRED Shipping needs within: _____ Days _____ Weeks		*Estimated Shipping
_____ best shipping cost (not in a hurry): Other _____		*Total

Comments/Special Instructions:

*Fund	*Org	Acct	WO#
*PI Signature (Required for all grant purchases)		*Date	
*Fund 1 Signature		*Date	
Property Review(For Fiscal Officer)		Date	