



### Color Codes

- Orange:** Processes completed by orderer.
- Purple:** Processes completed by office staff.
- Blue:** Processes shared by staff and orderer.

\*Any orders submitted by 12 pm will be processed that day. Any orders submitted after 12 pm will be processed by the end of the next business day.

\*\* The orderer should work directly with the vendors on status of order and involve Elizabeth only if there are issues.

Request must be typed and submitted to PI for approval.  
**Institute of Technology Purchase Request Form**

Date Submitted: \_\_\_\_\_ Requested by: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Fund: \_\_\_\_\_ DeptID: 11143 Prog/Proj: \_\_\_\_\_ CF1/CF2: \_\_\_\_\_ EmplID: \_\_\_\_\_

Ship to: \_\_\_\_\_

This order contains perishable items. Upon arrival, please contact \_\_\_\_\_

This order contains products that will be used for the fabrication of equipment worth \$2,500 or more.

Other comments/special instructions: \_\_\_\_\_

Quantity	Unit	Description (include part number)	Unit price	Total price
<b>Total Cost:</b>				

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Justification: This product(s) will be used in the \_\_\_\_\_ lab on the  
 \_\_\_\_\_ project. The product(s) will be used for  
 \_\_\_\_\_

This purchase is appropriate according to budget guidelines. Additional information can be provided by the PI in charge of this account.

**Authorizing signature** \_\_\_\_\_

**PI, Co-I, Project Coordinator**

** For office use only **			
Entered by _____	Req # _____	Date _____	
Approved by _____	PO # _____	Date _____	
Received by _____	Receipt # _____	Date _____	