Dalton

UNIVERSITY OF WASHINGTON

DEPARTMENT OF CHEMISTRY

Request for Purchase to P & A Office, 109 P Bagley Hall

Date: _____

Purchase Order No.: _____

Date Ordered: _____

☐ Equipment/UW Tag No.: _____

Vendor Name:

Vendor Address:

Vendor Telephone No.:

CATALOG NUMBER	DESCRIPTION	QUAN-TITY	UNIT OF ISSUE	UNIT COST	TOTAL ESTIMATED COST	P&A USE ONLY QUOTED UNIT COST
n/a						

PLEASE NOTE: ORDERS OVER $3,000 (including tax) GO OUT FOR COMPETITIVE PRICING.
A sole source justification statement is needed to purchase from a single vendor.

Charge to: Chemistry 06–0418, PROJECT NUMBER | | | | | | |

Date Required _____

Or/ Budget Name: _____ Budget Number: _____

Requested by: _____ Phone: _____ Room: _____ Chemical Location: _____

Approved by: _____

Requests by students, *must be approved* by his/her faculty adviser

Received by: _____

Chem. Dept. – P&A – Purchase Request Form – Rev. 7/03 • 743790

PURCHASING & ACCOUNTING OFFICE – WHITE REQUESTOR – GREEN ADVISER – CANARY CHEMISTRY STOREROOM – PINK REQUESTOR – GOLDENROD