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

**UNIVERSITY OF WASHINGTON**

**DEPARTMENT OF CHEMISTRY**

Request for Purchase

<table>
<thead>
<tr>
<th>CATALOG NUMBER</th>
<th>DESCRIPTION</th>
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**Vendor Name:**

**Vendor Address:**

**Vendor Telephone No.:**

**Purchase Order No.:**

**Date Ordered:**

**Equipment/UW Tag No.:**

**QUANTITY** | **UNIT OF ISSUE** | **UNIT COST** | **TOTAL ESTIMATED COST** | **P&A USE ONLY** | **QUOTED UNIT COST**

**Vendor Name:**

**Vendor Address:**

**Vendor Telephone No.:**

**TOTAL USE ONLY**

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**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

**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

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

**Date Required**

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**Received by:**

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

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

**Date Required**