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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | OFFICE USE ONLY | | | | | | | |  | | |  | Requested by: |  | | |
| PO # |  | | | |  | Date Encumbered: | | | | |  | | |  | Phone and e-mail: |  | | |
|  | | |  | |  |  | | | |  | | | |  |  |  | | |
| Budget # | | |  | |  | Budget Name: | | | |  | | | |  | Date Requested: |  | | |
| Approved: | | |  | | | | |  | Amount: $ | |  | | |  | Receive By: |  | | |
|  | | |  | | Don't call in order? Check here. | | | | | | |  |  | | | | | |
| *Only current prices and catalog numbers apply. Please do your research.* | | | | | | | | | | | | | | | | | | |
| Quantity | | Unit\* | | Unit Price | | | Catalog # | | | | Item Description (including size) | | | | | | General? | Cat |
|  | |  | | $ | | |  | | | |  | | | | | |  |  |

\*Unit = each, case, box, etc. Categories: C = Chemicals & chemical products; R = Radioactive materials; B = Biological Assays; M = Miscellaneous supplies

NOTE: ALL ORDERS OVER $10,000 (including tax) must have Sole Source Justification attached.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vendor: |  |  | Comments: | | e-procurement? | | | |
| Address: |  |  | Phone: |  | |  | | |
|  |  |  | FAX: |  | |  | Customer No: |  |

(City/State/Zip)