|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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)