MAINE EPSCoR - PURCHASE REQUEST FORM

For all purchase transactions, please fill out this form, obtain signatures, & submit to your project administrator. Attach all order information. Purchases >= $25,000 need a sole source or three quotes attached.

Request Date: 9/1/2009

Person Ordering:		**Fac/Staff**	**Postdoc**	**Grad**
Name:	Jane Smith (1.)			x
Phone:	581-1111	(2.) (postdoc/grad need faculty approval in signatures section)		
E-mail:	jane.smith@umit.maine.edu			
Name of CSS Faculty member (for postdoc/grad):		Tom Hardy		
Person to ship to:		**Special instructions:**		
Name:	Tom Hardy (3.)			
Address:	123 Norman Smith Hall			
Phone:	581-1234			
E-mail:	tom.hardy@umit.maineedu			

Vendor Information (4.)			
Vendor Name:	Aqua International		
Address:	57 Madeup Road		
City, State, Zip:	Boston, MA 02101		
Order Status:	x regular		rush
Vendor Phone:	1-800-123-4567		
Vendor Fax:	1-800-891-2345		
Shipping Instructions:	___ regular x rush	___ pick up (specify)	
Indicate if includes hazardous chemicals:	No		

Quantity	**Unit**	**Unit Price**	**Catalog/Item #:**	**Item Description:**	**Total Price:**	**Office use:**
(5.) 2	EA	$56.99	ID1234	Thermometer	$113.98	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
					$0.00	
				TOTAL PURCHASE AMOUNT:	$113.98	

Ruth Hallsworth signs

David Hart signs

Theme/Arena Leader signs

Vicki Nemeth signs

APPROVAL SIGNATURES: (person ordering obtains)		**For Office Use only:**	
Person ordering:	Date:	CSS Office Admin.	Date:
Faculty advisor:	Date:	Res. Project Director:	Date:
Theme/Arena:	Date:	Maine EPSCoR office:	Date:

(6.)

Chartfield Combination (for office use only)					
%	**Dept**	**Account**	**Class**	**Fund**	**Project**

PO Type (for office use only)		
___ Regular PO	___ Quote order	___ PCard
___ Standing Order	___ IDO	___ check request
___ Confirming invoice	___ work order	___ Other

1. Person filling out the form must provide contact information and sign.
2. If person filling out the form is a graduate student or postdoc their faculty advisor must sign.
3. If person to ship to is different from person filling out the form provide contact information.
4. Be as thorough as possible!
5. Provide detailed item descriptions. Spreadsheet calculates amounts from quantities and unit prices.
6. For Maine EPSCoR office use only.