

Architecture Purchase Request Form

Today's date:

Requested delivery date:

Requestor's name:

Students and teaching assistants, how do we contact you?

Shipping Method:
(Default is U.P.S.)

Vendor phone (if known):

Vendor name
and location:

Delivery location:

Items(s) Ordered

(Please include unit of measurement, e.g. 1 box, 1 each, etc...)

Quantity	Description	Price per unit	Total price
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Total:

Charge the following budget (indicate split funding amounts if applicable):

Audio-Visual

Card Key Administration

Central Administration

Computer Labs:

Fee Income State Funds Discretionary

Slide Library:

State Funds Discretionary

Other – Specify:

Instruction:

Instructor's name:

Class Number:

Shop:

Fee Income State Funds

CAD/CAM Lab

Fee Income State Funds

Grant – Specify:

Please select one of the following:

Place order with vendor

Hold purchase order for pick-up.

Authorized by:

(Signature required)

Please submit this form to the Architecture Business Office. Turnaround time for low-value purchase orders (\$4999 or less, excluding equipment) is 24-48 hours. Please return all receipts to the Architecture Business Office.

(rev. 04/07)