

SLU 10800 • PH: 2064 • FAX: 3810

REQUESTED BY: (Print)
SIGNATURE _____ Phone Number _____
DATE OF REQUEST: _____

ACCOUNT:

Amazon eBay Paypal

Other _____

Item # ★	Description	Qty	Unit Measure	Unit Price	Total Price

★ *Attach additional item information such as screen shots from on-line catalog, etc. to this form* ★

Cost Center(s)	Expense Item	Amount

Cost Center Manager (print or type)

Signature and Date

Client Services Signature (required for computer-related purchases)

Date

 **Send an email to your procurement specialist when goods are received** 

◆ FOR PURCHASING ONLY ◆			
Reviewed By	Date	Amount	Received