

General Request for Purchase Using University Funds

I. Please provide the following information:	
Name _____	Empl ID _____
E-mail _____	
Nature of Purchase	
Description _____	

Business Purpose (how purchase will be used in conducting University business)	

Source _____	
Cost _____	
Payment Methods Accepted by Vendor _____	
Lead Time Required _____	
Source of Funding	
_____ Departmental Research Funds	
_____ Grant or Award (documentation required)	
II. Attach the following documents to this form:	
Verification of Funding, if required (must describe source, amount, purpose, and conditions of funding)	
III. Sign and date below.	
_____	_____
Signature	Date
IV. Submit completed and signed form, with all required documents, to the box near Cheryl's office marked REQUESTS.	