

Social Sciences Purchase Order Request Form

Org. Reference ID:

Date: _____

Doc Number:

Department: _____

Project Code: _____

Person Requesting Order: _____ KFS Acct: _____ Old UC
Acct/Fund: _____

Principal Investigator: _____ Account Mgr. Approval: _____

Office/Room: _____ Phone: _____

Suggested Vendor: _____
Address: _____
Phone: _____

Date Wanted: _____ Shipping Instructions: _____

***** URGENT ***** All packing slips must be submitted to the Purchasing Office, **Immediately!!!**

Detailed Justification of Purchase: _____

Qty	Unit of Issue	Item and Description	Part, Model, or Catalog #	Unit Price	Total Cost
Authorization Signature: _____				Subtotal	
X _____ Date: _____				Tax	
				Shipping	
				Total	

Purchasing Office Only:

Delivery Details: _____ Confirmation#: _____