PURCHASE REQUEST FORM

PR Number: The is for Business Office Only

KFS DOC Number: Enter KFS DOC Number(s) prior to uploading in KFS

REQUESTER INFORMATION

Requested by: Enter the name of the person filling out this form.

Email: Enter your UCI Email

Department / Center: Enter the Department / Center you are affiliated with. If the requester filling out the form is not in the same department as the person receiving the materials or services, enter the department name of that individual.

Phone: Enter a phone number you can be reached ~~at~~

VENDOR INFORMATION | Vendor #: Enter vendor number (if applicable)

Name: Enter the name of the vendor you are requesting materials or services

Address: Enter the address of the vendor you are requesting materials or services

Contact: Enter the name of a contact that can be reached for the vendor (if any)

Website: Enter the website for the vendor (if applicable)

Phone: Enter the phone number for the vendor (if available)

Email: Enter the contact email for the vendor (if available)

DELIVERY ADDRESS

Name: Enter the name of the person requesting the materials or services

Office / Room: Enter the office/room of the person requesting the materials or services

Building: Enter the building of the person requesting the materials or services

Address: Enter the address of the person requesting the materials or services, if different than the campus

Phone: Enter the phone/extension number of the person requesting the materials or services

Email: Enter the email of the person requesting the materials or services

SIGNATURE APPROVAL

Name of Principal Investigator: Enter the name of the Principal Investigator / Manager

Signature of Principal Investigator / Manager: The Principal Investigator / Manager needs to sign in this field

PURCHASE REQUEST FORM

ACCOUNT INFORMATION

KFS Account: Enter the KFS Account Number

Sub-Account: Enter Sub-Account Number (if applicable)

Project Code: Enter the Project Code (if appliable)

Org Ref ID: Enter the Org Ref ID (if applicable)

Amount: Enter the Total Order Cost of your order request

Fiscal Officer Name: Enter the name of the Fiscal Officer for the KFS account

Fiscal Officer Approval: Signature of the Fiscal Officer

PURCHASE REQUEST JUSTIFICATION

Detailed Justification of Purchase: Enter a DETAILED JUSTIFICATION for the purchase request. The justification needs to include what or why the purchase is needed and/or how it will benefit the research of the university. Also, if it is for research or a class, indicate the title of the research project or the class.

ORDER INFORMATION

Quantity: Enter the quantity of items. If for services or publications, enter "1"

Unit of Measure: Enter the unit type (e.g. EA, PK, BX, FEE, etc.)

Item Description: Describe the requested materials or services. If there is an invoice # or weblink to the product, include it here.

Part/Catalog #: Enter the part / catalog # (if applicable)

Unit Price: Enter the cost (per unit) of the item or service

Estimated Cost: This is the estimated cost of the item(s). This is auto-calculate based on what you enter in the Quantity and Unit Price boxes.

Subtotal: This is the Subtotal Cost of your Order Request; this is auto calculated based on estimated cost

Shipping & Handling: Enter the cost of the shipping and handling (if applicable). If there is no shipping cost, enter "0".

Tax Rate: Enter the tax rate based on delivery address (if applicable). Click on the provided link to find out your city's tax rate. If no tax, leave it at "0".

Tax: This is the tax for your purchase, this is auto calculated based on the Tax Rate box

Total Order Cost: This is the Subtotal Cost of your Purchase Request

Enter Date Wanted: Enter the tentative date you would like to get your items or services.

Shipping Notes: All orders will ship Standard Ground unless otherwise noted.

PURCHASE REQUEST FORM

DIRECTOR APPROVAL

Finance Director: PRIOR to purchase requests over $2,500, or furniture, or anything unusual, MUST obtain approval from Director of Finances.

Facilities Director: PRIOR to purchase requests for all furniture, MUST obtain approval from Director of Facilities

Computing Services Director: PRIOR to any computer or software purchase requests, MUST obtain approval from Director of Computing Services