

Astronomy Purchase Request Form

Date Submitted: _____

Requested by: _____ Phone/email: _____

Principal Investigator/Account Manager (must sign below) : _____

Account String - required fields: Fund: _____ Dept ID: 11092 _____

Account String – optional fields: Program (non-sponsored accts): _____ or Project (grants): _____

CF1: _____ CF2: _____ Fin Empl ID _____

Property ID number (if applicable). _____ & Equipment category* _____

*This affects depreciation cost which now will show up on your expense reports as a contra expense. If this is an equipment purchase (item over \$2,500) or a fabrication with a Prop ID number, we need to have the name of the item you are building/buying and categorize it into a general category like spectrometer or radiation detector. See Corinne Komor for a list of equipment categories.

Allow up to three (3) days for processing and approvals. Orders over \$10,000 require special handling and may take longer. Orders under \$100 are automatically approved by the system. Note that splitting orders to avoid approvals or price comparisons is a serious policy violation.

Quantity	Unit	Description (give part #s & other details)	Cost/Unit	Total Cost	Rec'd(X)
		Shipping and Handling		\$	
		Estimate Total Cost		\$	

Vendor Name: _____ Ship to: Room 80 (circle) or alternate: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

Justification: Description of items, what they will be used for (mandatory for all purchases), plus a statement of how the purchase is related to the scope of work of the grant, if grant funds are used.

Authorized Signature: _____
PI, Co-Pi, Project Coordinator

This request will be submitted to the accounting staff for final approval—**ALLOW 3 DAYS!**
 You will be notified with any questions.

ALL PACKING SLIPS (or a copy) MUST BE GIVEN TO TERRY THIBEAULT before an invoice can be paid.