



DEPARTMENT OF EARTH, OCEAN & ATMOSPHERIC SCIENCE



Purchase Request Form

Full EOAS Purchasing Procedure can be found **here**.

Items in red are required fields

Date: _____ **PI or Supervisor Signature:** _____ **Vendor Name:** _____

DEPT P-CARD? _____ **BUDGET OR PROJECT NUMBER:** _____ **Vendor Phone#:** _____

Vendor Address: _____

Vendor E-mail: _____

Requester's Name: _____

Requester's E-mail: _____

Requester's Phone#: _____

Building & Room #: _____

BUDGET MANAGER APPROVAL (OFFICE USE ONLY)	
Date Received:	_____
Verified by (Name):	_____
Date Entered Shadow:	_____
Date returned:	_____
Signature:	_____

Special Instructions or Justification:

Catalog or Item #	Qty	DESCRIPTION *	Unit of Measure	Unit Price	Total Price
* If you have a quote, you do not need to complete the bottom portion, simply attach to the form and submit.				Subtotal	
** If you have more items to list go to the tab titled Addendum				Addendum subtotal	
				Grand Total	

Catalog or Item #	Qty	DESCRIPTION	Unit of Measure	Unit Price	Total Price
			Subtotal		
			Addendum subtotal		