Instructions for Buying Request Form

1. **Date:**
   a. Enter date of request (today's date)

2. **Supplier**
   a. If USHOP supplier, USHOP method is recommended, but not required. If vendor has a punchout catalog in USHOP or if over 5K, Pcard purchasing is NOT allowed.
   b. If not USHOP supplier, provide vendor information either written or attached
   c. If specific contact/quote, provide vendor contact name and information

3. **Funding Section**
   a. Funding Description: Example; Dean's Office Gift Account, Department Returned OH, DOE Rare Earth Project, SAC Outreach accounts, etc.
   b. Proj/Activity Chartfield should include Acct Shortcut of 5-digit Activity (e.g. 12345 or 8-digit Project # (i.e. 55800159) that relates to funding description
   c. Some Common Account Codes: (If not on here, please see full listing in CIS)
      
      | Account Code | Description               | Code Description          |
      |--------------|---------------------------|---------------------------|
      | 600-Domestic Travel | 625-Office Supplies | 643-University Services |
      | 602-Foreign Travel | 626-Lab supplies | 663-Other Services |
      | 610-Capital Equip (Red Tag) | 630-Print/Copy | 642-Advertising |
      | 611-Equip. Fabrication | 631-Publishing/Page Chrgs | 645-University/Alumni Relat |
      | 614-Non-Cap Equip (Yellow) | 659-Business Meals | 647-Prof. Development |
   d. Chartfield Authority GFA Authority on above chartfield = Approval signature below

4. **Requestor Information**
   a. Purchase Requestor/Person filling out form
   b. Requestor uNID
   c. Contact Phone for questions/communications regarding the order
   d. Contact email for same
   e. If initiated by someone other than the requestor above, provide name

5. **Hazardous Materials Disclosure**
   a. Check any applicable box regarding special shipping requirements for hazardous/controlled materials

6. **Delivery Options**
   a. Indicate Shipping/Delivery options. Expedited Shipping requires approval by Financial Authority
   b. Special Shipping/Delivery Notes

7. **Purchase Items**
   a. If A vendor quote has been obtained, you may attach it or online shopping cart printout in lieu of manually listed items. Otherwise fill out detail of items to order.
   b. Subtotal (Verify Tax Exempt Status for purchase)
   c. Include Estimated/Agreed shipping Charges or other handling or expected tipping
   d. Total Purchase $$ (can be estimated for the purpose of this form)

8. **Business Purpose**
   a. Describe how the cost is applicable to the project/activity objectives and any other pertinent detail (Business Meeting Attendees, agenda, related project task, etc. Attach supplementary information if needed on separate sheet
   b. What room/office lab will the item be kept or used (for inventory purposes)

9. **Approval/Signature Authority**
   a. GFA Signature and Date of approval (Can be email or other written form and attached)

All shaded area at the bottom is for Office/Accounting use only