

# 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)**

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)