



# PURCHASE REQUEST FORM

(Rev. 8/6/14)

**For Non-M-Marketsite orders only.**

**If this is a M-Marketsite order please go to :**

Once the cart has been assigned, the requestor will need to email the purchasing team at CEE-Purchasing@umich.edu and include the email approval from the PI as well as the name to whom the cart was assigned.

Please complete this form then ..... a PDF file. Email completed form along with your PI's approval email and any other attachments/quotes from the Vendor to CEE-Purchasing@umich.edu.

Shortcode

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_ Date Required: \_\_\_\_\_

Vendor # (if known): \_\_\_\_\_

Requestor:: \_\_\_\_\_

Address: \_\_\_\_\_

Uniqname: \_\_\_\_\_

City: \_\_\_\_\_

Phone #: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

PI Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Deliver to Lab: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Handling:  Dry Ice  Other

Radioactive  Bio Hazard  Heavy

Radioactive

Material Number (catalog items only)	Description	Qty.	Unit	Price	Extension
<small>{Note: Úase forward at least three (3) quotes (if the requisition is \$5,000 or more) &amp; any detailed descriptions to the purchasing group.}</small>				<b>Subtotal</b>	
				<b>Cost of Other</b>	
				<b>TOTAL</b>	

Notes:

**FOR OFFICE USE ONLY:**

Date Request Received: \_\_\_\_\_ Date Ordered: \_\_\_\_\_ Confirmation: \_\_\_\_\_ Buyer: \_\_\_\_\_

**How Ordered:**

Marketsite  PCard  PO# \_\_\_\_\_  Other: \_\_\_\_\_