

PURCHASE ORDER REQUEST FORM

Please see Steve Gaarder or Katie Huber for assistance with your computer or printer orders.

Vendor Name: _____

Contact Person: _____

Vendor Address: _____

Vendor Telephone Number: _____

Verbal Quote/Name: _____

Written Quote #: _____ Date of Quote: _____

Description of item (attach pertinent information):

Please check here if more than 1 item is being purchased.

(Use the back of this form for additional items.)

---->What is this item you are purchasing? _____

Description: _____

Item/Part #: _____

Quantity: _____

Unit Price: \$ _____

Total Amount: \$ _____

Account #(s) to charge: _____

TOTAL AMOUNT OF PURCHASE ORDER: \$ _____

If purchase is over \$5,000, please complete the "Single Source/Sole Source Justification Form" at: http://www.library.cornell.edu/Adminops/cu_pur_sourcejustification_info.pdf

Delivery Address: _____

RESEARCH PURPOSE: _____

(For grant accounts, please send an email to Joy or Gayle with a detailed research purpose.)

Prepared by: _____

Date of request: _____

Submit the completed form and quote to Gayle Lippincott or Joy Jones.

PO Request Form

Revised 05/28/08

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