Multidisciplinary Senior Design

Kate Gleason College of Engineering

Purchase Requisition

This form is to be used for purchases made by Chris Fisher in the Multidisciplinary Senior Design Office or to request reimbursement for project purchases.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name Project Team Number

|  |  |
| --- | --- |
| Vendor: |  |
| Vendor Contact: |  |
| Vendor Address: |  |
| Vendor City/State/Zip |  |
| Vendor Phone Number: |  |
| Vendor Fax Number: |  |
| Vendor Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Qty | Part Number | Detailed Description | Unit Price | Extended Price |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| Sub-total | | | | |  |
| Shipping & Handling: ⁪ Standard ⁪ UPS 2-Day ⁪ Fed-Ex ⁪ UPS Overnight Amount | | | | |  |
| Total | | | | |  |

|  |  |
| --- | --- |
| Student requester name and email(print): | Date: |
| Reviewed by team purchasing agent (print): | Date: |
| Reviewed by Faculty Guide: | Date: |
| Financial Approval by Chris Fisher:  Account Number: | Date: |
| Special Instructions: |  |

OFFICE USE ONLY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Order Entered By and Date Date Order Received/ Initials

⁪ Complete ⁪ Partial

Special Notes (backorders, partial order received):