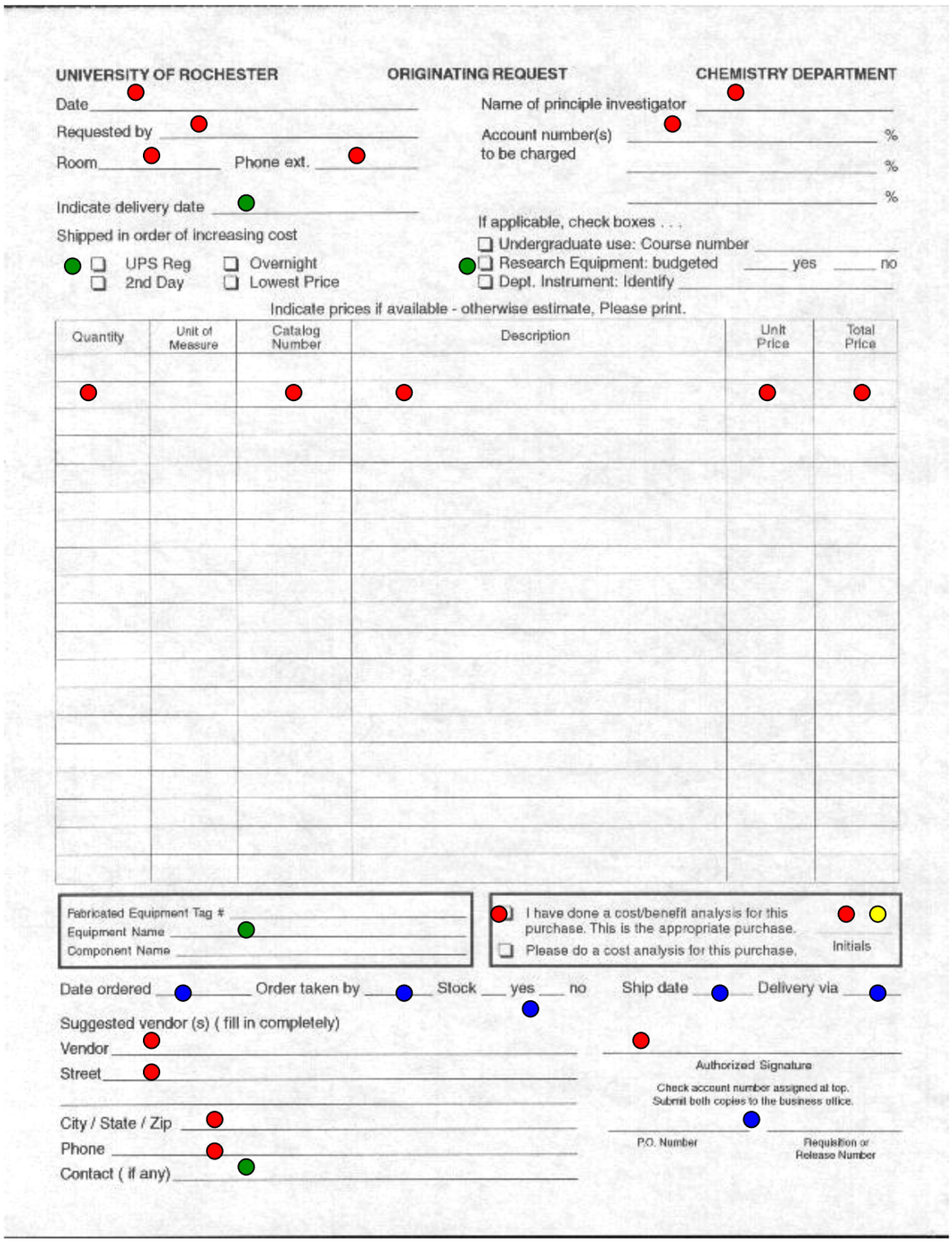

UNIVERSITY OF ROCHESTER **ORIGINATING REQUEST** **CHEMISTRY DEPARTMENT**

Date _____

Requested by _____

Room _____ Phone ext. _____

Indicate delivery date _____

Shipped in order of increasing cost

❑ UPS Reg ❑ Overnight
❑ 2nd Day ❑ Lowest Price

Name of principle investigator _____

Account number(s) to be charged _____ %
_____ %
_____ %

If applicable, check boxes . . .

❑ Undergraduate use: Course number _____
❑ Research Equipment: budgeted _____ yes _____ no
❑ Dept. Instrument: Identify _____

Indicate prices if available - otherwise estimate, Please print.

Quantity	Unit of Measure	Catalog Number	Description	Unit Price	Total Price

Fabricated Equipment Tag # _____
Equipment Name _____
Component Name _____

❑ I have done a cost/benefit analysis for this purchase. This is the appropriate purchase.
❑ Please do a cost analysis for this purchase.
Initials

Date ordered _____ Order taken by _____ Stock ___ yes ___ no Ship date _____ Delivery via _____

Suggested vendor (s) (fill in completely)

Vendor _____
Street _____
_____
City / State / Zip _____
Phone _____
Contact (if any) _____

_____
Authorized Signature

Check account number assigned at top.
Submit both copies to the business office.

P.O. Number _____ Requisition or Release Number _____

Originator = the individual who is determining what is needed and where to buy it.

General Note: The originator is encouraged to check on availability, shipping, etc. with the vendor for any items where a delay in their arrival will interfere with the originator's work.

- Must be filled out completely by originator.
- Filled out by originator if applicable
- Must be filled out by whomever places order with vendor

- The upper box is checked to indicate that originator has looked into this order and determined that the vendor listed is the best place (not always the least expensive) to purchase the product. The lower box is checked if you would like the order to go out to bid by purchasing because you are not aware of the best source for this item. The initials indicate that the originator has consciously decided which box to check.