

SLU 10800 • PH: 2064 • FAX: 3810

**ONLINE ACCOUNT
PURCHASE REQUEST FORM**

FOR PURCHASES NOT REQUIRED TO BE ENTERED IN WORKDAY
E-mail completed form and item link(s) to your buyer
and put the original signed form in Campus Mail

Date of Request: _____

ACCOUNT:

Amazon Paypal

eBay Other _____

REQUESTED BY: (Print)
REQUESTER'S SIGNATURE
REQUESTER'S EMAIL
REQUESTER'S PHONE #

Item # ★	Description	Qty	Unit Measure	Unit Price	Total Price

Enter a brief description for the business purpose of each item listed above. Use a separate sheet if necessary

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★ *Attach additional item information such as screen shots from on-line catalog, etc. to this form* ★

Cost Center (s)	Program or Project

Grant	Spend Category	Total

Cost Center Head Name (print or type)

Cost Center Head Signature and Date

Sponsored Research & Programs Signature (if applicable)
Date

Client Services Signature (required for computer-related purchases)
Date

SEND AN EMAIL TO YOUR PROCUREMENT SPECIALIST WHEN GOODS ARE RECEIVED

FOR PURCHASING ONLY			
Reviewed By	Date	Total	Received