

Mechanical Engineering Order Form

Please Fill Form Out Completely

Please submit all online carts, invoices, quotes and links to MEBusiness@uky.edu.

Vendor/Reimbursee Name: _____ Date: _____
 Vendor/Reimbursee Address: _____ Requested by: _____
 City, State, Zip: _____ Student ID# If reimbursed: _____
 Vendor/Reimbursee Phone #: _____ Your Phone #: _____
 Vendor Website: _____ e-mail _____
 Vendor Contact Person: _____ Account #: _____
 Vendor Quote #: _____

Authorizing Signature: _____

Part #	Description	QTY	Unit	Price	Total Amount

Please add any links to page 2

Subtotal _____
 Shipping _____
TOTAL _____

Description of Purchase - indicate lab supplies, books, Computer Software, memory for computer

Is this purchase being charged to a grant ending within the next 90 days? If so, please provide a justification explaining the reason you are requesting this purchase near the end of the grant.

Justification of Purchase - list the project/class items will be used for and how the items will be used

NOTE: Purchases on grant accounts require justification in relation to the grant's objectives

Delivery: ___ Next day ___ 2 day ___ Ground ___ Free ___ Other (specify) _____

Submit online carts, invoices, quotes and links electronically.

If you have questions, contact the ME Business Office at MEBusiness@uky.edu or by phone 218-0638.

This purchase is authorized in accordance with the established approval authority, in compliance with University policies and procedures, allowable within the grant/contract budgets and/or the account being charged, recorded in the correct account, g/l, and cost object, and recorded in the correct accounting period.

ME Business Office Authorizing Signature: _____

Additional space for links to requested items