

Institute for Sustainable Manufacturing Order Form

DATE

/	/	
Month	Day	Year

REQUESTED BY

(Name)
(Email)

DESCRIPTION

(e.g. lab supplies, books, computer software, memory for computer)
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JUSTIFICATION

(e.g. list project/class items that will be used for and how the items will be used)
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VENDOR

Vendor Name	Vendor Phone #	Quote #	Quote Contact Info
Vendor Website		Other Information	

* Please attach the quote if available

ITEM

Part #	Description	Unit	Unit Cost	Qty.	Item Total

(Unit: each, set, pack of 10, etc.)

Subtotal

SHIPPING TYPE

Ground 2nd Day Overnight Other _____

Shipping

OTHER CHARGES

_____ (If Applicable)

Other Charges

GRAND TOTAL

FUNDING

Cost Object	Principal Investigator	PI Approval
(Account #)	(Print Name)	(Signature)

COMMENTS

_____ (Optional)

Note: a. Capital equipment cannot be purchased on the procurement card.
 Category I: Equipment costing more than \$2000; Category II: Computer equipment cost more than \$1000
 b. Adobe Acrobat is recommended for electronically filling the pdf form.