

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

Subtotal _____
Shipping _____
TOTAL _____

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

Description of Purchase:

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

Justification of Purchase:

Delivery: Next day _____ Second day _____ Ground _____

Submit online carts, invoices, quotes and links electronically.