PURCHASE ORDER REQUEST FORM

Please see Steve Gaarder or Katie Huber for assistance with your computer or printer orders.

Vendor Name:___________________________________________________________
Contact Person:__________________________________________________________
Vendor Address:_______________________________________________________
Vendor Telephone Number:_______________________________________________
Verbal Quote/Name:_____________________________________________________
Written Quote #: ________________________ Date of Quote:_____________________

Description of item (attach pertinent information):

___Please check here if more than 1 item is being purchased.
(Use the back of this form for additional items.)

What is this item you are purchasing? ________________________________

Description: _________________________________________________________________________________

Item/Part #: __________________________________________
Quantity: ______
Unit Price: $___________________
Total Amount: $________________________

Account #(s) to charge: __________________________________________

TOTAL AMOUNT OF PURCHASE ORDER: $___________________________
If purchase is over $5,000, please complete the "Single Source/Sole Source Justification Form" at: http://www.library.cornell.edu/Adminops/cu_pur_sourcejustification_info.pdf

Delivery Address:_____________________________________________________

RESEARCH PURPOSE:

____________________________________________________________________
(For grant accounts, please send an email to Joy or Gayle with a detailed research purpose.)

Prepared by:___________________________________________________________
Date of request:______________________________________________________

Submit the completed form and quote to Gayle Lippincott or Joy Jones.