Request to Purchase (last revised: 7/6/2022)

Date Requested: _____/_____ / _____

Vendor (one form for <u>each Vendor</u>): _____

Vendor is approved by EKU Purchasing **_____No** **_____Yes**

Requestor: _____

Justification (include business purpose)**:** _____

_____

_____

Is this for software? **No** **Yes** If yes, obtain IT security questions and check here _____

Is this for an item with a logo? _____ **No** _____ **Yes** If yes, obtain proof or mock up and check here

Item	Product #	Quantity	Cost/item	Total

FORM TOTAL: $ _____

Please note: **Requester must obtain quotes and submit with this form! Per Purchasing guidelines: Purchases for goods up to $5000-one (1) quote, $5001-$19,999 two (2) quotes, $20,000-$39,999 three (3) quotes, over $40,000 contact Purchasing. For services-please contact Purchasing for MOA/PSC/RFP.**

Who will purchase? _____ Org/Account # _____ / _____

How will payment be made (check one)?

Direct Pay _____   Procard _____   Central Stores/Inter-account _____   Requisition/Purchase Order _____

Do you want to know Org balance prior to signature? ___ **No** ___ **Yes** Amount $_____ Initials _____

Director/Financial

Manager: _____

TRACKING:

Date ordered/reserved/entered _____/_____/_____ Confirmation # _____

Requisition # _____   PO # _____

Date received _____/_____/_____ Receiver # _____

Tracking # _____   Location (building/office #) _____/_____