ORDER REQUEST FORM

Name: _____
Date: _____

PURCHASING USE ONLY
PR# _____ FRS CODE: _____
VENDOR CODE: _____
DATE TYPED ON FRS: _____
DATE ATTACHMENTS SENT: _____
TO WHOM ATTACHMENTS SENT: _____

In order to properly process and code your Purchase Requisition please check ALL information pertaining to your orders.

I. Check One:

◯ Office Supplies ◯ Software ◯ Hardware ◯ *Other

*Please describe _____

II. Is this purchase related to:

◯ Personal Computer ◯ Mainframe ◯ Networking ◯ Voice

III. Price Info.

A. **ANY ORDER UNDER $999.99:**
   1. Must either be accompanied by a written quote. OR
   2. If the price is obtained from a catalog, xerox a copy of the page (highlight the item(s) you are ordering), write the name of the catalog, the number and date of the catalog.

B. **ANY ORDER OVER $1,000.00** must be accompanied by a written quote with the signature of the person providing the quote.

Page Num.	Qty.	Model/Feature, Description, Size, Color, Stock# /Part#	Unit Cost	Total Cost	*O/T R/C	**Maint Yes/No

*Please note either one-item or recurring charge.
**MAINTENANCE: If maintenance is required, fill-in the reverse side of this form.

Suggested Vendors: (include address, contact person, telephone number)

1) _____
2) _____
3) _____
Immediate Supervisor's Approval: _____
Director's Approval: _____
Project to be charged: (If applicable) : _____

MAINTENANCE COST

QTY.	DESCRIPTION	UNIT COST	MONTHLY OR ANNUAL	WARRANTY PERIOD	HOURS OF COVERAGE

VENDOR: _____

VENDOR CONTACT PERSON: _____

TELEPHONE NUMBER: _____