

REQUISITION TO PURCHASE

REQUESTED BY: _____

ACCOUNT HOLDER: _____

ACCOUNT HOLDER UFID: _____

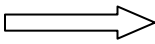
ACCOUNTS TO CHARGE:

Dept. ID	Fund	Program	Source	Budget Ref.	Project #	Flex Code	CRIS (221 accts)	Charge Amount

VENDOR: _____

ADDRESS: _____

Catalog#	Description	Qty	Unit Price	Total	Campus Location*	Primary User**
	Shipping/Handling					
	Grand Total					



Yes No Will this item be exported outside the United States?

*Room# & Building where item will be housed. If item is to be located outside, list the nearest building.

**The primary user or person responsible for the item.

Justification for purchase:

If items are within the following price ranges, quotes/bids are required as stated:

- \$1,000 - \$4,999 One quote preferred. Purchasing Coordinator's discretion.
- \$5,000 - \$24,999 Documented quotes from 2 or more vendors by phone, fax, email
- \$25,000 - \$74,999 2 or more written quotes (please attach both quotes)
- OVER \$75,000 Formal bids required

If only one vendor is used: A sole source justification (attach separately) can be used as an exception to quotes from 2 or more vendors; or if the total requisition amount is above \$75,000, a **sole source certification** form will need to be completed.

Faculty Signature: _____