Department of Ecology and Evolutionary Biology
Purchase Order Requisition Form

**PLEASE COMPLETE THE INFORMATION BELOW:**

- **DOC #**
- **VENDOR NAME:**
- **VENDOR PHONE:**
- **VENDOR WEBSITE:**
- **VENDOR ADDRESS:**
- **DATE SUBMITTED:**
- **DATE NEEDED:**

**SHIPPING METHOD:**
- STANDARD
- OVERNIGHT [ ]

**SHIP TO:** ECOLOGY & EVOLUTIONARY BIOLOGY
321 Steinhaus Hall,
Irvine, CA 92697-2525

**SPECIAL DELIVERY INSTRUCTIONS:**

**CIRCLE Purpose:**
- Research
- Instructional
- Repair
- Other

**Fiscal Officer Name:**

**REQUESTED BY:**

**PI/ LAB NAME:**

**PHONE:**

**KFS ACCOUNT #:**

**OBJECT CODE:**

**PROJECT CODE:**

<table>
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<tr>
<th>Line</th>
<th>Quantity</th>
<th>Unit of measure</th>
<th>Description of Item(s)</th>
<th>Catalog #</th>
<th>Unit Price</th>
<th>Extended Price</th>
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**APPROVAL BY PI OR AUTHORIZED DESIGNEE:**

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<th></th>
<th>Subtotal</th>
<th>Tax</th>
<th>Shipping/Handling</th>
<th>Total Cost</th>
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**METHOD:**
- PO
- PAL CARD

**CONFIRMATION #:**

**DELIVERY DATE:**

**DATE ORDER PLACED:**

**DATE RECEIVED:**

**LOGGED:**

**PO #**

**DOC #**

**DATE NEEDED:**

**YOU MAY INCR EXTRA SHIPPING FEES WITH THIS OPTION**