

Department of Ecology and Evolutionary Biology

Purchase Order Requisition Form

Rev July 2015

DOC # _____	PO # _____	DATE RECEIVED: _____
REQ # _____	DOC # _____	LOGGED: _____

PLEASE COMPLETE THE INFORMATION BELOW:

VENDOR NAME: _____	VENDOR PHONE: _____
VENDOR WEBSITE: _____	VENDOR ADDRESS: _____
DATE SUBMITTED: _____	DATE NEEDED: _____
SHIPPING METHOD: STANDARD <input type="checkbox"/> OVERNIGHT <input type="checkbox"/> YOU MAY INCUR EXTRA SHIPPING FEES WITH THIS OPTION	
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: _____

Line	Quantity	Unit of measure	Description of Item(s)	Catalog #	Unit Price	Extended Price
APPROVAL BY PI OR AUTHORIZED DESIGNEE: _____					Subtotal	
					Tax	
					Shipping/Handling	
					Total Cost	

METHOD: PO PAL CARD	DATE ORDER PLACED: _____
CONFIRMATION #: _____	DELIVERY DATE: _____