

Department of Ecology and Evolutionary Biology

Purchase Order Requisition Form

Rev March 2018

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		SPECIAL DELIVERY INSTRUCTIONS: _____	
321 Steinhaus Hall,		_____	
Irvine, CA 92697-2525		CIRCLE Purpose: Research Instructional Repair Other	
Fiscal Officer Name: _____		REQUESTED BY: _____	
PI/ LAB NAME: _____		PHONE: _____	
OBJECT CODE: _____		KFS ACCOUNT #: _____	
PROJECT CODE: _____		ORG REF ID: _____	

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: _____