

Department of Chemical Engineering
Ordering Form

THIS FORM IS USED IF YOU DO NOT HAVE A UF P-CARD (BUSINESS CREDIT CARD) AND / OR 1 OF THE FOLLOWING CONDITIONS APPLY:

BOOK THAT IS \$251 OR GREATER OR
1 ITEM IS OVER \$1,000 AND A LIFE EXPECTANCY GREATER THAN 1 YEAR OR
ADDED VALUE TO AN EXISTING PIECE OF EQUIPMENT.

THE INFORMATION BELOW AND ATTACHED DOCUMENTATION THAT YOU PROVIDE WILL BE USED TO INITIATE A PURCHASE ORDER (PO).

Date: _____ Requestor (include phone # and / or email): _____

Vendor Information (Please complete this to the best of your ability. It will assist us in case we have a question. Please note that in some cases UF has the same vendor name in their purchasing database with multiple locations but not all locations will supply the item you are requesting, therefore an address or city & state would be helpful.)

Vendor: _____

Contact Person: _____ Phone #: _____

Mailing Address: _____

Dollar levels for purchasing quotes:

- \$5,000 - \$25,000 documented quotes from 2 or more vendors (telephone, fax, or email acceptable)
- \$25,000 - \$74,999 **WRITTEN** quotes from 2 or more vendors
- \$75,000 & above - formal bid process

Please be sure that quotes include shipping costs.

Sole Source: Attach quote and the sole source form located on Purchasing's website at http://www.purchasing.ufl.edu/main_forms.asp.

Please check appropriate box.

- OPS Contract
- Supplies (item under \$1,000)
- Capital Equipment (item over \$1,000)

<i>I tem</i>	<i>Catalog #</i>	<i>Q ty.</i>	<i>Description</i>	<i>Unit Price</i>	<i>Total</i>
1					
2					
3					
4					
5					
				Subtotal	
				Shipping	
				Grant Total	\$

Project # to Charge: _____ **Budget Authority Signature:** _____

Finance Office Use Only:

Date Posted: _____ Date Processed: _____ Approved By: _____
Account: _____ UF ID: _____