POLYTECHNIC PROCUREMENT FORM

(All fields are required, please include N/A)

Please note : -An itemized receipt is required for all credit card purchases & Request for Reimbursement

-Alcohol cannot be purchased on the Hospitality Card!

REQUESTOR:	DEPT:		PLEASE CHECK ONE:		-Alcohol cannot be purchased on the Hospitality Card!		
Additional Contact Person:			□ PRF CC#				
Contact Email Address(s):			☐ CHECK OUT	☐ CHECK OUT			
· · · · · · · · · · · · · · · · · · ·				MENT (ATTACH INVO	DICE)	E) Actual Amount:	
VENDOR/PAYEE: VENDOR NUMBER:			☐ REQUEST FOR REIMBURSEMENT				
(Try to get items through preferred/punch	☐ ORDER REQUEST						
VENDOR ADDRESS:	QUOTE ATTACHED						
VENDOR WEB ADDRESS:	VENDOR WEBSITE						
VENDOR PHONE NUMBER:	OTHER						
DATE OF ACTIVITY OR WHEN NEEDED BY	DATE PRICE OBTAINED: QUOTE VALID END DATE:						
CHIR TO ADDRESS							
SHIP TO ADDRESS					ON ACCOUNT AMOUNT		
NAME:	PRF ACCOUNT	ORDER/WBSE			G/L ACCOUNT	AMOUNT	
BLDG: ROOM:							
STREET ADDRESS:							
ITEM DESCRIP	FION	PART NUMBER	QUANTITY	UNIT PRICE	EXTENDED PRICE	Total Evnances	
TIEM DESCRIPTION		PART NUMBER	QUANTITY	UNIT PRICE	EXTENDED PRICE	Total Expenses	
-							
					Total:		
PURPOSE OF ACTIVITY/MATERIAL USED FOR:			PURCHASING CENTER USE ONLY:				
TOTAL COLI OF MOTIVITY PARTICIPAL COLD FORM			FOOTPRINT TICKET #:				
			ZV60 #:				
			DATE RECEIVED:				
			RECEIVED BY:				
INDIVIDUALS ATTENDING:			Alumni	Students	Guests	☐ Other	
Date:							
Requestor Signature: Date: Date: Signature certifies that the requestor has the technical expertise and/or direct							
knowledge that these item(s) and costs will benefit the project(s) indicated.							
Business Office Use Only:	F. Sloot(s) maradiod.						
_							
Comptroller Approval	Date						
Jonipa Jacob Approval	Dato						