



PURCHASE REQUEST FORM

For Non-M-Marketsite orders only.

If this is a M-Marketsite order please go to :

Once the cart has been assigned, the requestor will need to email the purchasing team at CEE-Purchasing@umich.edu and include the email approval from the PI as well as the name to whom the cart was assigned.

Please complete this form then a PDF file. Email completed form along with your PI's approval email and any other attachments/quotes from the Vendor to CEE-Purchasing@umich.edu.

Shortcode

Vendor: _____

Date: _____ Date Required: _____

Vendor # (if known): _____

Requestor:: _____

Address: _____

Uniqname: _____

City: _____

Phone #: _____

State: _____ Zip: _____

PI Name: _____

Contact Person: _____

Deliver to Lab: _____

Phone #: _____ Fax #: _____

Handling: Dry Ice Other

Radioactive Bio Hazard Heavy

Radioactive

Material Number (catalog items only)	Description	Qty.	Unit	Price	Extension
<small>{Note: Úase forward at least three (3) quotes (if the requisition is \$5,000 or more) & any detailed descriptions to the purchasing group.}</small>				Subtotal	
				Cost of Other	
				TOTAL	

Notes:

FOR OFFICE USE ONLY:

Date Request Received: _____ Date Ordered: _____ Confirmation: _____ Buyer: _____

How Ordered:

Marketsite PCard PO# _____ Other: _____