

Biological Sciences Pre-Purchase Request

Ship to:

Vendor:

Date:

Vendor Address:

(eg. #/##/####)

Shipping address: 1 Adams Blvd., CTH215

Vendor Phone:

Ruston, LA 71272

(eg. ###-###-####)

Vendor Fax:

Account #:

Vendor Contact:

PI on Account:

Bid attached:

Temperature Sensitive:

<i>Part Number</i>	<i>Description of items</i>	<i>Qty.</i>	<i>Cost Each</i>	<i>Total Cost</i>
			Shipping Cost	
			Total Cost	

The item(s) will be located in:

The purchase is for:

Class number:

If chemicals, are the MSDS sheets attached:

Approved by Grant PI (if applicable): _____ **Date:** _____

Approved by Director: _____ **Date:** _____

Approved/ordered by Admin. Coord.: _____ **Date:** _____

Purchase Requisition/confirmation number assigned: _____