



Current Date: _____

Date Needed By: _____

Requestor Name: _____

Equipment User Name: _____

<i>Business Office USE ONLY:</i>	
Order Date:	_____
Order Edoc#:	_____
Expected Delivery Date:	_____
Ordered By:	_____

PURPOSE OF PURCHASE:

What will I purchase? _____

What is its purpose/use? _____

What building/room/area will it be used in? _____

Special Requirements (Please Describe)? _____

ADDITIONAL INFORMATION (PLEASE CHECK AS IT APPLIES):

- Replacement of existing equipment
- New Hire Hire Date: _____

Required Upgrade
Reason: _____

Other: _____

Quote from UITS or other source (please attach)

APPROVALS:

_____	_____
Department Head/Supervisor	Date
_____	_____
Fiscal Officer	Date