SRM Order Form

Reset Form

This form is only to be used when needing to place orders through the University's Purchasing Department of their online catalog system. Appropriate vendors include: CDW-G, Dell, Fisher Scientific, Grainger, MoreDirect, Office Max, VWR, and UK Stores.

Please submit a screen shot of either your shopping cart, Quote or items needing to be purchased along with this form, and forward to departmental purchasing staff for processing.

Departmental Purchasing Office Information:

Cart #: _____

PO #: _____

Grand Total $ 0.00

Delivery Information:

Recipient: | Lab Name: --Select-- | SIO:

Address: -- Select -- | Vendor: -- Select -- | Quote #:

Item/Catalog Number	Item Description	Account Number	Quantity	Unit:	Unit Price	Amount	Arrival Date
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	
				-- Select --		$ 0.00	

Quantity Total 0.00 | Sub Total $ 0.00

Give a detailed explanation of the purpose of the item(s) being purchased.

Required Signatures

Requestor: _____ *Business Officer:* _____

Supervisor: _____ *Office Purchaser:* _____

Departmental Reconciling Information:

Confirm.#1	*Confirm.#2*	*Confirm.#3*	*Confirm.#4*
SAP #1	*SAP #2*	*SAP #3*	*SAP #4*
Amount#1	*Amount#2*	*Amount#3*	*Amount#4*
Date#1	*Date#2*	*Date#3*	*Date#4*