

Purchasing Template for Eaton Hall SSC
Chemical and
Petroleum Engineering

Instructions:

1. This form is only to be used for orders from the same supplier/vendor, using the same funding and the same ship to name and address.
2. Please complete this form and send via email to CPE-SSC@ku.edu to initiate all orders from the SSC.
3. If PI approval is needed, please send to PI first to obtain approval then submit email with approval to SSC or PI can attach digital signature in box below.

Date:

Requesters Name:

Funding source(s): List cost center, grant number, or KUEA number. If multiple sources, please list all and funding split

Is PI approval needed?:

Note: If paying from grant funds, **PI approval must be attached. Please submit completed form to *PI first*, then PI will forward approval email (with any appropriate attachments) to SSC, or PI can attach electronic signature above and forward.*

Ship to Name:

Ship to Address:

Supplier/Vendor Name:

Items/Services to be purchased:	Description of Item & link to specific item on supplier website	Unit Price	Quantity	Amount

** Note: If you need additional lines please see second page. Reminder, the funding must be the same.*

(REMINDER: if funding is UKANS or KUEA and > \$5,000, you must provide either competitive quotes or Single Source justification)

TOTAL Order:

Comments:

