

**PURCHASE REQUEST FORM**  
**DEPARTMENT OF MECHANICAL ENGINEERING**

**Vendor Name:** \_\_\_\_\_ **Vendor Phone:** \_\_\_\_\_  
**Vendor Address:** \_\_\_\_\_ **Vendor Fax:** \_\_\_\_\_  
**Name of Quoter:** \_\_\_\_\_ **PO Number:** \_\_\_\_\_  
**Email of Quoter:** \_\_\_\_\_

QUANTITY	DESCRIPTION: <i>(model, part, or catalog #)</i>	UNIT	UNIT PRICE	TOTAL COST
			<b>TOTAL</b>	

**Requested By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(student or professor)*  
**Email and/or Phone:** \_\_\_\_\_ **Deliver to Room:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_  
*(Reason material needed)*  
 \_\_\_\_\_  
**BENEFIT:** \_\_\_\_\_  
*(how material benefits account charged to)*  
 \_\_\_\_\_

**Speedtype :** \_\_\_\_\_ **Subcode:** \_\_\_\_\_  
*(students: obtain this info from your advisor)* **UH Tag #:** \_\_\_\_\_  
*For Fabricated Equipment*

**APPROVED BY:** \_\_\_\_\_  
*(Students: this is the Professor authorizing this purchase)*

**NOTE: YOU NEED TO ATTACH A SOLE SOURCE JUSTIFICATION, IF ORDER TOTAL IS OVER \$5000.00, & WHERE COMPETITIVE BIDS CAN NOT BE TAKEN OR OBTAINED.**

QUESTIONS: Contact Joana Tan @ 713-743-5704 OR email: jtan4@central.uh.edu  
 Purchase order Form: Revised 11/2014