

For this form to work properly, please use Adobe Acrobat Reader

Date: _____

COMPUTER SCIENCE DEPARTMENT

PUR: _____

REQ: _____

Requester: _____

Vendor: _____

Quote Number: _____

Charge String: _____

Deliver to: _____

IBUYNU cart?: _____

Radioactive/ Hazardous?: _____

Phone: _____

Shipping Preference: _____

Line	Quantity	Unit	Catalog Number	Description	Price/Unit	Total Price
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

NOTES: _____ Total: _____

If this is a computer related purchase on a sponsored project, please provide a brief purchase justification with your request answering the following questions:
 Was this purchase included in the original proposal budget? Will this purchase be used exclusively on this project? What will the purchase be used for and how does this directly relate to the project? (Briefly explain the research/ experiments it will be used for and why it is required for that activity and essential to the programmatic outcome of the project)

*Please note required justifications may be requested on commonly unallowable sponsored project purchases such as household and electronic items as well.

Purchases split between two or more sponsored projects require allocation methodology documentation. Thank you.