

**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.