

PURCHASE REQUEST

Procurement and Payment Services

 1100 North Avenue • Grand Junction, CO 81501-3122
 970.248.1337 (o) • 970.248.1588 (f)

DELIVER TO

DEPARTMENT: _____

BUILDING: _____

ROOM NO: _____

NOT A PURCHASE ORDER- FOR INTERNAL USE ONLY

DATE REQUESTED: _____

VENDOR COMPLETION DATE: _____

DEPARTMENT: _____

REQUESTOR: _____

PHONE: _____

PURCHASING DEPT. USE ONLY

PRICE AGREEMENT: _____

MAND. CONTRACT: _____

SUGGESTED VENDOR (ORDER ADDRESS)		SPECIAL INSTRUCTIONS
NAME:		
ADDRESS:		
CONTACT:		
PHONE:		
FAX:		
E-MAIL:		

QTY.	U/M	COMMODITY DESCRIPTION	UNIT PRICE	TOTAL

FUND	*ORGN	*ACCT	ACTV	AMOUNT
				\$
				\$
				\$
				\$
				\$

*** Required Fields - must be completed before Purchase Request Form can be processed.** Route Completed Form to Purchasing Dept.

SPONSORED PROGRAM USE ONLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has the Vendor listed above been Suspended or Debarred from receiving Federally-funded procurement?	Date Checked in SAM.gov _____	

 P.O: _____
 KEYED BY: _____
 DATE KEYED: _____