

Department of Geological Sciences

Purchase Order & Supplies Request Form (Including PRO Card)

(NO gases or hazardous chemicals of any kind may be purchased with the PRO card.)

TEXAS Geosciences

The University of Texas at Austin  
Jackson School of Geosciences

**Billing address**  
The University of Texas  
1616 Guadalupe  
UTA Suite 3.302  
Austin, Texas 78701

**Shipping Address:**  
The University of Texas  
2275 Speedway  
Austin, TX 78712

\_\_\_\_ \*Please submit request to geobus@jsg.utexas.edu \_\_\_\_

Name of requester: \_\_\_\_\_

Today's date: \_\_\_\_\_

Email address: \_\_\_\_\_

Date needed: \_\_\_\_\_

UT EID: \_\_\_\_\_

Date ordered: \_\_\_\_\_

TYPE OF PURCHASE (check one)

- Credit Card \$0 - \$4000.00
- Small purchase order 0 - 15K
- Bid/sole source \$15,000.01+
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Account number	Account name	Amount	Authorized signature

**Vendor information:** Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 (REQUIRED) Sales person: \_\_\_\_\_  
 Delivery time: \_\_\_\_\_ Est. shipping cost: \_\_\_\_\_

Only one order and one vendor per request form.

	Item description	Qty	Stock #	Unit of issue	Unit price	Total price (Qty X Unit price)
1						
2						
3						
4						
5						
6						
7						
8						
9						

Special instructions (if any): \_\_\_\_\_

**Office use only**  
 Received \_\_\_\_\_  Posted \_\_\_\_\_

Card used: \_\_\_\_\_ (Name on card)

Name of requester: \_\_\_\_\_

Email address: \_\_\_\_\_

UT EID: \_\_\_\_\_

	Item description	Qty	Stock #	Unit of issue	Unit price	Total price (Qty X Unit price)
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
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30						