

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.)

Billing address

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

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

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

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

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

Phone number: \_\_\_\_\_

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

Card used: \_\_\_\_\_

**Vendor information:** Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**(REQUIRED)**

Sales person: \_\_\_\_\_

Delivery time: \_\_\_\_\_ Est. shipping cost: \_\_\_\_\_

Only one order and one vendor per request form (use back of form if necessary).

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

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

**Office use only**

Received \_\_\_\_\_  Posted \_\_\_\_\_