

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 _____