

CIVIL, ENVIRONMENTAL, AND ARCHITECTURAL ENGINEERING DEPARTMENT  
**ORDER FORM FOR PURCHASES AND/OR PAYMENTS**

**NOTE:** Fill out this form for each order placed with vendor and submit to the Department Office after ordering. If materials are purchased locally, ATTACH receipt to form and submit to Department Office. (You may tab from one form field to the next.)

VENDOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ REQUESTOR: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

PHONE: \_\_\_\_\_

Purchase is for: (Check appropriate box & fill in required information)

Class/Laboratory Section      Class/Lab No. or Name: \_\_\_\_\_

Computer Hardware/Software      Computer Type & SN # \_\_\_\_\_

Equipment Repair      Kind of Equipment: \_\_\_\_\_

Research: Funded \_\_\_\_\_ Unfunded \_\_\_\_\_

Project No. or Person Conducting Research: \_\_\_\_\_

Other, Please Specify: \_\_\_\_\_

**State Contract Purchase**                      State Contract No: \_\_\_\_\_

Material Packing Slips showing **DATE** Received **MUST** be turned into office to match up with form and invoice.

Quant.	Unit	Stock no.	Description of Item	Unit Cost	Total Cost
<b>Total</b>					