

Institute for Sustainable Manufacturing Order Form

DATE

REQUESTED BY

Requester's Name

Requester's Email

DESCRIPTION

(e.g. lab supplies, books, computer software, conference registration)

JUSTIFICATION

(e.g. why the items are needed and how it supports a project)

VENDOR INFORMATION	Vendor Name	Vendor Phone #	Quote #	Quote Contact Info
	Vendor Website		Other Information	

	Part #	Description	Unit	Unit Cost	Qty.	Item Total
1						
2						
3						
4						
5						

SHIPPING TYPE	Ground <input type="checkbox"/>	2 nd Day <input type="checkbox"/>	Overnight <input type="checkbox"/>	Other <input type="checkbox"/>		Subtotal	
OTHER CHARGES	<i>(If Applicable)</i>					Shipping	
						Other Charges	
						GRAND TOTAL	

Cost Object/WBS **Principal Investigator**

FUNDING

APPROVALS

Principal Investigator

Supervisor/Chair/Director

Business Officer

Business Officer Approval ensures all transactions are:
 1) authorized in accordance with established approval authority; 2) in compliance with UK policies/procedures; 3) allowable within grant/contract budgets or account charged; 4) recorded in correct account, g/l, and cost object; 5) recorded in a timely manner.

Purchases totaling \$5000 or more may also require Director or Chair approval.

COMMENTS

Send completed and signed form with any supporting documentation to ISM Administrative Assistant.