

## Social Sciences Purchase Order Request Form

Date:	Doc Number:			
Department:	Project Code:			
Person Requesting Ord	KFS Acct: _		Old UC Acct/Fund:	
Principal Investigator:	Account Mg	r. Approval:		
Office/Room:	Phone:			
Suggested Vendor: Address:	Contact:Phone:			
Date Wanted: Ship  *** URGENT *** All packing slips must				
Detailed Justification of Purchase:				
Qty Unit of Issue		Part, Model, or Catalog #	Unit Price	Total Cost
			Subtotal	
Authorization Signature:  X Date:			Tax Simpping	
			Total	
Purchasing Office Only:  Delivery Details: Confirmation#:				