What to Complete on the PO Request Form:

Date	insert today's date
Person Requesting Order	insert your name
KFS Acct	insert the account# to be charged. *If unsure, leave blank and work with Manager*
Principal Investigator	insert your name OR if you are ordering for the PI, enter the PI's name
Office/Room	insert your office address
Phone	insert your phone number
Suggested Vendor and Address	insert the vendor's name and address
Contact and Contact Phone	if there was a specific person you spoke with, include their name and phone number. *If not, leave this field blank.*
Date Wanted	If this item needs to be received by a specific date, please indicate so. *If not, leave this field blank.*
Shipping Instructions	Due to COVID, items can be shipped to a home address rather than the campus, if desired. - If shipping to home, state "Home" and provide the full address (including city, state, zip) - If shipping to campus, provide building and room number only
Detailed Justification of Purchase	Explain the **detailed** business purpose/justification for purchasing this item
Authorization Signature	If you are the PI or Manager of the account, type in your name and put today's date. *If not, leave blank*

How to complete the middle section of the form:

Qty	Unit of Issue	Item and Description	Part, Model, or Catalog#	Unit Price	Total Cost
Enter how many you're ordering of this item. For publication fee, enter "1".	Enter the unit type (e.g., box, fee)	Enter a description of the item. If there is an invoice # or weblink to the product, include it here.	If the item includes a parts#, enter it here.	Include the $ amount of the single item.	[this will auto-calculate based on what you enter in the Qty and Unit Price boxes.]

What to Submit to the Department Office:
1. Completed and Signed PO Form
2. Copy of Invoice, Quote, or Webpage (e.g., Amazon) showing the following:
   a. Vendor Name
   b. Item(s) to be purchased
   c. Cost of Item(s) to be purchased, including subtotal and tax (if applicable)