Business Office

Purchase Request Form • Go to https://www.business.socsci.uci.edu/ for instructions and the latest information

	PR Number:	
١.	KES DOC #	

UCI School of Social Sciences

PRIOR to purchase requests over \$2,500, or furniture, or anything unusual, **MUST** obtain approval from Director of Finances.

KEQUESTER	KINFORMAI	ION																				
Requested I	by:												Email:									
Department	/ Center:		Phon									Phone:										
VENDOR INFORMATION Vendor #:									DELIVE	ERY A	DDRE	ss										
Name:	e:							Name:					,									
Address:								Office / Room:						Building	:							
Contact:		Phone:					Addre	ess:														
Website:				Email:	Email:					Phone:						Email:						
SIGNATURE																						
Name of Prin Manager:	ncipal Invest	igator /										8	ignature:									
ACCOUNT IN									_													
KFS A	count Sub-Accoun			t Project Code Org Ref I			D Amount			Fiscal Officer Name			Fiscal Office				r Approval					
Detailed Ju Also, if it is t	istification of for research	of Purcha or a class	ase: The jus s, indicate th	tification in the still and th	needs to the resea	include v arch proje	what or the	why the e class.	purcha	ase is ne	eeded,	and/o	r how it wi	ll benefit	the re	search o	f the	university	/.			
Quantity	Unit of Measure			Item Description										P Cat				Unit Price		Estimate Cost	d	
F.4 D.4	10/10/10																					
Enter Dat	te Wanted	I: Ship	Shipping Notes: All orders will ship Standard Ground unless otherwise noted.										Si	Subtotal:								
														SI	hippin	g & Han	dling	j:				
														Ta	ax Rate	<u>9:</u>						
			Comn	non Tax Ra	ates: Irvir	ne Tax: 7.7	5% San	nta Ana 9.2	25% Lo	ong Beac	ch 10.25	5% Lo	s Angeles 9	.5% T o	otal Or	der Cos	t:					
DIRECTOR A	APPROVAL:												Co	omputing	İ							
Finance		Facilities Servic								ervices	ces											

PRIOR to purchase requests of all furniture, **MUST** obtain approval from Director of Facilities.

PRIOR to any computer or software purchase requests, **MUST** obtain approval from Director of Computing Services.

Director: