Business Office UCI School of Social Sciences

Purchase Request Form

PR Number:

► Go to https://www.business.socsci.uci.edu/ for instructions and the latest information. KFS DOC #:

REQUESTER INFORMATION							
Requested by:		Email:					
Department / Center:		Phone:					

DELIVERY ADDRESS

VENDOR INFORMATION | Vendor #:

Name:	Name:			
Address:	Office / Roo	om:	Building:	
Contact: Phone:	Address:			
Website: Email:	Phone:		Email:	

SIGNATURE APPROVAL

Name of Principal Investigator /	
Account Manager:	Signature:

ACCOUNT INFORMATION

KFS Account	Sub-Account	Project Code	Org Ref ID	Amount	Fiscal Officer Name	Fiscal Officer Approval

Detailed Justification of Purchase: The justification needs to include what or why the purchase is needed, and/or how it will benefit the research of the university. Also, if it is for research or a class, indicate the title of the research project or the class.

Quantity	Unit of Measure	Item Description	Part / Unit Catalog # Price		Estimated Cost
Date Wanted:		Shipping Notes: All orders will ship Standard Ground unless otherwise noted.	Subtotal:		
			Shipping & Handling:		
			Tax Rate:		
Common Tax Rates: Irvine Tax: 7.75 Santa Ana 9.25% Long Beach 10.25% Los Angeles 9.5%		Total Order Cost	t:		

BUSINESS OFFICE ONLY:

Finance Director:

Finance Director.

Facilities Director: **PRIOR** to purchase requests over \$2,500, or furniture, or anything unusual, **MUST** obtain approval from the

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

Computing Services Director:

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