

SLLC Purchase Request Form

(Use this form to place an order for food purchases or items needed)

Instructions:

1. Complete the form and submit to Charlotte Tai
2. Provide a copy of the event flyer and list of invitees for food purchases
3. Provide the quotation or vendor order form, if any and packing slip once items are delivered

Requestor Name: _____ Email: _____

Vendor: _____ Vendor FID#: _____

Vendor Address: _____ Contact Name: _____

Vendor Website/Email: _____ Vendor Contact No.: _____

Accepted Method of Payment: (circle one) Visa card / Master card / Check (process SM or Master Contract) / ISR form

Description	Qty	Unit Price	Amount
Grand Total:			

Reason for purchase: _____

Department Chair Approval:

KFS Account No.: _____ Account Project Name: _____

Authorized Signature: _____ Date: _____

To be completed by SLLC Business Services:		Date items received: _____
Req#: _____	Sub code: _____	P-card/T-card initial/SM#: _____
		BA3 date entered: _____