Purchasing Order Form

This form is for ordering through the UK Purchasing internal catalogs. As of September 2021, vendors include Office Depot, VWR, Fisher Scientific, CDW-G, Life Technologies, Dell, Grainger, Connection (More Direct), B&H Photo, Bio-Rad, Qiagen, Sigma Aldrich, Fastenal, Office Resources Inc. (Steelcase), and Medline. More vendors will be added over time—please check with the department purchasing staff for the most current list.

Quotes: If the vendor has provided a quote for preferred pricing, please include that with this completed form. To expedite ordering, please complete all available fields for each item (catalog number, etc.). For quantity and unit type, please indicate if pricing is per item, pack, case, etc., and how many units you need to order (for example, 3 cases at \$50 per case will cost \$150).

Order information Account to charge Name of vendor		Delivery	Delivery information					
		Reque	Requested by Delivery address					
		Delivery :						
Comme								
Business purpose	: Please briefly explain how the		hin the lab/un	nit for which t	hev are being	ordered.		
	,							
Item/ catalog number	Description		Quantity	Unit type	Unit price	Item total	Date received (Dept use only)	
*Excludes shipping, handling, etc.			Order total *					
Please use a se	eparate form for addition	al items.					_	
Department use or	nly							
Cart number		P(O number					
Confirmation # 1		Confirm	nation # 3					
Date confirmed		Date o	Confirmation # 3 Date confirmed					
Confirmation # 2		Confirm	Confirmation # 4					
Date confirmed			Date confirmed					