## **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	Delivery informa	Delivery information	
Account to charge	Requested by		
Name of vendor	Delivery address		
Comments			
Business purpose: Please briefly explain how these items will be used within the lab/unit for which they are being ordered.			

 
Item/ catalog number
Description
Quantity
Unit type
Unit price
Item total
Date received (Dept use only)

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\*Excludes shipping, handling, etc.

Order total \*

## Please use a separate form for additional items.

Department use only			
Cart number	PO number		
Confirmation # 1 Date confirmed	Confirmation # 3 Date confirmed		
Confirmation # 2	Confirmation # 4 Date confirmed		