

APPLIED ECONOMICS  
PURCHASE REQUEST  
(Supplies, services, publications, subscriptions, equipment)

FILL OUT THIS FORM COMPLETELY AND ATTACH ANY ORDER FORMS  
OR BROCHURES FROM THE VENDOR

USE A SEPARATE REQUEST FORM FOR EACH VENDOR

SUGGESTED VENDOR/ADDRESS: \_\_\_\_\_ VENDOR PHONE NO: \_\_\_\_\_  
 VENDOR FAX NO: \_\_\_\_\_  
 REQUESTED BY: \_\_\_\_\_  
 DATE REQUESTED: \_\_\_\_\_  
 INDEX/ACTIVITY: \_\_\_\_\_

ITEM #	DESCRIPTION	HOW MANY	UNIT PRICE	TOTAL PRICE
			TOTAL: \$	

ACCOUNTING OFFICE USE ONLY:

FIS DOCUMENT NO: \_\_\_\_\_ APPROVAL: \_\_\_\_\_

Vendor Code		Date Ordered	PO Number	Invoice Number
INDEX	ACCOUNT CODE	ACTIVITY CODE	Encumbrance/Liquidation Amount	Payment Amount