

**PURCHASE REQUEST FORM**

*Please complete all information and forward to your PI for approval/signature  
 Ensure all vendors are active and/or approved for purchasing prior to submission  
 See page 2 for instructions, allow 2-3 business days for processing*

**Requester Information**

Name:  
 Address:  
 City, State, Zip:  
 Phone:  
 Email:  
 Department:

Ship to:

FAMU:  
 FSU:

**Vendor Information**

Name:  
 Address:  
 City, State, Zip: Phone:  
 Email:  
 Fax:  
 Vendor  
 Representative:  
 International Vendor:

Item	Part/Item	Qty.	Attributes	Description / Link	Unit / Discounted Cost	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Attach quotes and order list when applicable:

**Total:**

Justification(required):  
 Special Instructions:

**PI ONLY**

<b>Project:</b>	
<b>PI Name:</b>	
<b>PI Signature:</b>	
<b>Approved/Denied:</b>	

**PO:**  
**PCard:**

**SPECIAL NOTE**

*Please use the thumbnail to the left, to attach quotes, external docs, etc to assist in purchasing*

## Purchasing Instructions

1. Complete entire form with requester/supplier information and requested items
2. If more than 15 lines are required, use only line 1 to enter 1 for qty and enter total amount in the Unit/Discounted cost box. Also the write "see attached" in the attach quotes section and add the quote and/or shopping cart to the form
3. Attach all necessary documentation - Choose Tools --> Edit PDF --> More --> Attach File (files that can be attached; pdf, word, excel)
4. Be sure to include, ship to location, justification, and special instructions
5. Once the form has been completed:
  - a. Save as new pdf with an updated title (do not "print" to pdf)
  - b. Send to your professor/supervisor for approval
  - c. Pls, once approved and a project is assigned, please select submit button to send the form to the purchasing mailbox for processing

## Important Forms

1. New Supplier Application: <http://www.famu.edu/Purchasing/Vendor%20Application%20REV%20July%202020.pdf>
2. U.S. Supplier W-9: <http://www.famu.edu/Purchasing/W9%20%202018.pdf>
3. International Supplier W-8BEN: <http://www.famu.edu/Purchasing/fw8ben%202017.pdf>
4. FAMU W-9 Tax Form 2021: <https://www.famu.edu/fiscalaffairs/W-92021.pdf>
5. FAMU Certificate of Tax Exemption: <http://www.famu.edu/controllers/Tax%20Exempt%20Certificate%20Expiration%20Date%202024.pdf>

\*Send completed new supplier and W-9 forms to [tshedrick@eng.famu.fsu.edu](mailto:tshedrick@eng.famu.fsu.edu) for processing. They can also be sent directly to [purchasing@famu.edu](mailto:purchasing@famu.edu).