

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

Project:	
PI Name:	
PI Signature:	
Approved/Denied:	

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 for processing. They can also be sent directly to purchasing@famu.edu.