

# Purchase Request Form

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Purchase:  Goods/supplies  Catering  Equipment  Software  Services  
 Other \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Index: \_\_\_\_\_ -or- Project Name: \_\_\_\_\_

Description of Purchase				
Quantity	Product #	Product Description	Cost per unit	Account Code*
*Account codes: <a href="http://www.unm.edu/~gacctng/resources/OpLegAcctDef%202-15-13.pdf">http://www.unm.edu/~gacctng/resources/OpLegAcctDef%202-15-13.pdf</a>			<b>TOTAL</b>	

**Explain, in detail, how this purchase will benefit UNM and/or CEPR/Award**  
 (Necessary for UNM approval):

  
  
  
  
  
  
  

**APPROVALS:**

\_\_\_\_\_  
 PI/Authorized Person

\_\_\_\_\_  
 DATE

**Complete and return to: Shania Krawic**  
[shaniak@unm.edu](mailto:shaniak@unm.edu)