

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: http://www.unm.edu/~gacctng/resources/OpLegAcctDef%202-15-13.pdf			TOTAL	

Please provide a justification that includes the "5 W's" required by UNM: Who (individuals attending), What (what is being paid), When (dates), Where (location of event), and Why (purpose of event.) Then include a detailed explanation of how attendance at event will benefit CCPI sponsored project, CCPI, and/or UNM.

APPROVALS:

PI/Authorized Person

DATE

Complete and return to: Jill Okun
jokun@unm.edu