

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	

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: Mark Maddaleni
markunm1@unm.edu