



PURCHASE ORDERS for Faculty and Staff

1. Go to the **ECE** website and obtain a Purchase Requisitions Form:
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2. Fill out the requisition completely

- Vendor name, address, phone number, and fax number (if you want the P.O. to be faxed).
- Items to be ordered, quantity, catalog/model number, description, price, discount.
- Delivery location if not to be delivered to 1020 SEO (if other than 1020 SEO, you must make arrangements for someone to be there).
- Location where items will be kept.
- Categorize purchase (hardware-internal or external, software, supplies, etc.).
- Indicate source of funds
 - for grant, purchases include account name & number.
 - for state/departmental purchases, indicate source of funds (i.e. sharing, inducement, start-up funds, etc.).

3. Submit the requisition to the appropriate account manager via 1020 SEO mailbox, office workbox.

- For grant purchases, submit to your account manager in the grants office.
- For departmental funds, submit to the business manager.
- Cost sharing requests should be submitted to the grants office first, the grant office will forward to business manager.

* For cost sharing indicate corresponding account grant name and number.