

SOUTHERN POLYTECHNIC STATE UNIVERSITY
DEPARTMENTAL REQUEST
(ALL areas in bold must be completed)

DATE _____ **DEPARTMENT** _____ Internal Dept. Tracking (DR#) _____

DEPARTMENTAL CONTACT FOR ORDER/DELIVERY: _____ **PHONE #:** _____

DELIVERY LOCATION (BLDG. & ROOM NO.) _____ **ACCOUNT:** _____

REQUESTED DELIVERY DATE _____

PLEASE NOTE THAT COMPUTER RELATED PURCHASES REQUIRE IT APPROVAL

RESERVE FOR PROCUREMENT CODE

APPROVALS

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DEPT. HEAD _____
ADMINISTRATOR/DEAN _____

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ITEM NO.	QUANTITY	UNIT DESCRIPTION	ITEM DESCRIPTION OR SPECIFICATIONS: IF VERY LONG OR VERY TECHNICAL, PLEASE DETAIL ON SEPARATE SHEET AND ABBREVIATE DESCRIPTION HERE.	UNIT ESTIMATED COST	TOTAL ESTIMATED COST

Check here if more items are included on 2nd page.

TOTAL ESTIMATED COST \$

SUGGESTED VENDORS Please include address & telephone number
SOLE SOURCE ____ YES ____ NO (ATTACH JUSTIFICATION IF YES)

BUDGET OFFICE USE ONLY
ACCT. NO
ENCUMBERED: DATE: _____ AMOUNT \$ _____
BY _____

INSTRUCTIONS: Route original to Procurement Office after proper approval has been indicated by signatures in the APPROVALS section. One copy will be returned. Please submit an approved EDP form with Departmental Request for computer related purchases. Funds cannot be obligated or paid until the Budget Office insures that funds are available.

