

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

| |
|--------------------|
| DEPT. HEAD |
| _____ |
| ADMINISTRATOR/DEAN |
| _____ |

| 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 |
|--------------------------------|----------|------------------|--|---------------------|----------------------|
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| | | | | | |
| | | | | | |
| 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.