

PURCHASING REQUEST FORM

Electrical and Computer Engineering Purchasing Office, 227 Larsen Hall

Please submit your completed form to: Purchasing@ece.ufl.edu

All fields are required

*DATE	
*SUPERVISOR	
*REQUESTED BY	
*PHONE NUMBER	
*EMAIL ADDRESS	
*PROJECT NUMBER	
*VENDOR NAME	
*VENDOR CONTACT	
*ADDRESS	
*CITY, STATE, ZIP	
*PHONE	
*FAX	
*VENDOR URL	

The table below must be filled out completely unless a quote is provided that contains the same information. All quotes must include shipping.

Part #'s	Descriptions	Quantity	Unit Prices	Totals
			\$	\$
	SHIPPING CHARGES AND METHOD (ground, 2-day, overnight, etc.)			
	TOTAL			\$

***** Shipping charges must be included *****