



## SLLC Purchase Request Form

*(Use this form to request purchase of supplies/materials or food/refreshments for events)*

### Instructions:

1. Complete form and submit to Procurement Specialist (JMZ 3215G)
2. For supplies/materials: Provide quotation or vendor order form (if any)
3. For food/refreshments: Provide copy of the event flyer and list of invitees/attendees

Requestor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Accepted Payment Method:** ☐ Check ☐ Credit Card ☐ ISR Form *(for Adele's, The Common, Mulligan's, etc.)*

Description	Qty	Unit Price	Total
Grand Total:			

**Reason for Purchase:** \_\_\_\_\_

### For Food/Refreshments:

Event Name: \_\_\_\_\_ Event Date & Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

### Department Head Approval:

KFS Account: \_\_\_\_\_ Account/Project Name: \_\_\_\_\_

USM/UMCP Foundation Acct: \_\_\_\_\_ Foundation Acct Name: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by SLLC Business Services:

Req#: \_\_\_\_\_ Sub Code: \_\_\_\_\_ KFS Doc/PO#: \_\_\_\_\_ PCard/TCard Initial: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Items Received: \_\_\_\_\_