



REQUISITION AUTHORIZATION FORM

▶▶▶ This form is for internal OSC department use only - Do not send to purchasing department. ◀◀◀

YOUR FULL NAME		PHONE	EDOC#	DATE
DELIVER TO (BLDG/ROOM)		REQUEST FOR PURCHASE ORDER Y N		
ACCT AUTH - PI SIGNATURE		DATE	PURCHASE ORDER AMENDMENT Y N	
SUGGESTED VENDOR		VENDOR CONTACT		
ADDRESS		CITY	STATE	ZIP
PHONE	FAX	EMAIL		

QTY	UNIT	UNIT COST	CATALOG #	DESCRIPTION	AMOUNT
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
		\$			\$
ADDITIONAL CHARGES (PLEASE SPECIFY)					\$
ESTIMATED SHIPPING/HANDLING					\$
TOTAL					\$

FINANCIALS ACCT #	SUB-ACCOUNT	OBJECT CODE	AMOUNT	DISTRIBUTION
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%

FREQUENTLY USED OBJECT CODES
 Additional object codes and definitions:
<http://policy.fso.arizona.edu/fsm/500/502>

- 3151 Lecturer's Expenses (Pd to Third Party)
- 4860 Manuscript/Journal Printing/Publication
- 5150 Computer Supplies
- 5180 Educational Supplies
- 5230 Office Supplies
- 5280 Regulated Chemicals
- 5290 Research Supplies
- 5760 Noncapitalized Equipment - Computing

EXPORT CONTROL

Is the purchase for an export controlled project (with a TCP?) Yes No

Will the purchase be shipped or taken outside the U.S.? Yes No

Does the item have obvious military or space capability? Yes No

Is the item a laser, infrared camera, or high-performance computer? Yes No

ASSET/TAG CODES
 For these capital asset related object codes, please provide asset information below.

- 5720 Computer \$1k-5k
- 5750 Materials Fabrication - UA Owned
- 5751 Materials Fabrication - Not UA Owned
- 7630 Educational Equipment
- 7690 Scientific Equipment

UA BUSINESS PURPOSE

CAPITAL ASSET INFORMATION

ASSET SYSTEM TYPE (CHOOSE ONE)
 Individual Asset One System Multiple Systems

ASSET SYSTEM STATE (CHOOSE ONE)
 Modify Existing System New System

MANUFACTURER MODEL SERIAL #

ASSET # LOCATION

Capital Upgrades or Betterments costing less than \$5,000 and purchased anytime after the original capital item was purchased will be subject to indirect cost (FRS Policy 15.10).

TAX EXEMPTION CERTIFICATION: This purchase will be used for research and development purposes as that term is defined by ARS 42-5159 (B)(14). The exemption from sales tax and from assessment of use tax is authorized by: