



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)		ASSET SYSTEM STATE (CHOOSE ONE)	
<input type="checkbox"/> Individual Asset	<input type="checkbox"/> One System	<input type="checkbox"/> Modify Existing System	<input type="checkbox"/> 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: