



# 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 <b>Y N</b>		
ACCT AUTH - PI SIGNATURE		DATE	PURCHASE ORDER AMENDMENT <b>Y N</b>	
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					\$
<b>TOTAL</b>					<b>\$</b>

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: