

# Harshbarger-Mines Business Center

## Purchase Request Form

1. Complete form and obtain supervisor approval (sign form or attach email approval).
2. Place form (and attachments) in HMBC basket in room 108, or HMBC office in Mines 141.

**ChEE**

**MGE**

**MSE**

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

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Web Address: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Detailed business purpose (\*REQUIRED):**  
(describe exactly how this purchase benefits the account being charged):

Special order or shipping requests:

Qty	Item/Part #	Item Description	Is item a chemical?	Unit Price	Amount
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		
			Yes		

Account	OC

\*PI/Supervisor: \_\_\_\_\_

Subtotal	
Shipping	
Sales tax	
<b>Total</b>	

**Business Office use only:**

PCard \_\_\_\_\_ Buyways/Stores \_\_\_\_\_ Edoc# \_\_\_\_\_

Date form was received: \_\_\_\_\_ Cardholder: \_\_\_\_\_  
 Order Confirmation#: \_\_\_\_\_ Transaction # \_\_\_\_\_  
 Order Placed by: \_\_\_\_\_ Reconciler: \_\_\_\_\_  
 Confirmation Sent: \_\_\_\_\_ Approver: \_\_\_\_\_