

**Department of Chemistry**  
**Materials and Supplies Order Request Form**

*Completed form and supporting documents must be submitted to the Storekeeper/Receiving Clerk*

Date Submitted: \_\_\_\_\_  For records only, order already placed  Please Order  
 Request Type:  Research  Class  Other \_\_\_\_\_

Comments: (e.g., location, serial and USF decal numbers for repairs and replacement parts; authorized representatives for blankets)

**(1) Principal Investigator Information**

Initiator Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 PI Name: \_\_\_\_\_  Create Blanket PO  Use Blanket PO: \_\_\_\_\_  
 PI Signature: \_\_\_\_\_ Deliver To: Building \_\_\_\_\_ Room \_\_\_\_\_

**(2) Vendor Information**

Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Requires hard copy of PO  Accepts phone orders  Accepts USF LPO Contact Phone: \_\_\_\_\_

**(3) Order Information**

Item	Catalog Number	Description	Quantity	Unit	Unit Cost	Extended Cost
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
		<b>Shipping</b>				
		<b>TOTAL (estimated)</b>				

**(4) Order Tracking Information**

PRS Tracking Number: \_\_\_\_\_ Date Ordered: \_\_\_\_\_  
 PO Number: \_\_\_\_\_ Order Confirmation Number: \_\_\_\_\_  
 Posted to spreadsheet: *Date* \_\_\_\_\_ *Initials* \_\_\_\_\_