

MSE LARGE PURCHASE REQUEST FORM – NC State University

| | | |
|--|-------------------------|--|
| Date: | Required Delivery Date: | Date Entered PS: |
| Vendor Name (Suggested Source) and Address: | | Vendor ID/Type: |
| SHIP TO: North Carolina State University | | S# |
| Attn.: | | REQ# |
| Department: | | PO# |
| Room Bldg.: | | Date Issued: |
| Technical Person: | | Type of Order |
| E-mail Address: | | <input type="checkbox"/> Regular |
| Telephone No.: | | <input type="checkbox"/> R-Rental |
| Purchasing Agent Assigned: | | <input type="checkbox"/> B-Blanket |
| Shaded Areas: Dept. Accounting Only | | <input type="checkbox"/> M-Maintenance |
| <input type="checkbox"/> Written Quote (Attach Copy of Quote) | | <input type="checkbox"/> L-Lease |
| <input type="checkbox"/> Sole Source Necessary (Attach Justification Memo) | | <input type="checkbox"/> C-Ck to Accompany |
| | | <input type="checkbox"/> Small Purchase |

| Line | Department/OUC | Charge to Code | | | Amount | (Contract & Grant Accounts Only) Related Budget Item Number |
|------|----------------|----------------|--------|---------|--------|--|
| | | Account # | Object | Project | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| | | | | | Total | |

Pay From: Current Year Funds Next Year Funds

| | | |
|---------------|-------|---------------------|
| _____ | _____ | _____ |
| P.I. Approval | Date | Department Approval |
| | | _____ |
| | | College Approval |
| | | _____ |
| | | Date |

| Date Received | Received By | Item Number | RR Entered into PS |
|---------------|-------------|-------------|--------------------|
| | | | |
| | | | |
| | | | |

| Date Paid | Check Number | Item Number | Amount |
|-----------|--------------|-------------|--------|
| | | | |
| | | | |
| | | | |

