

PURCHASE ORDER FORM

This form must be filled out and returned with all required documentation (including quotes) to the MIE Business Office for processing. One form per vendor.

Date Submitted: _____

Name/UIN: _____

Small Purchases Greater Than or Equal to \$10,000 and less than \$100,000

- a. Provide quotes from multiple vendors for the supply/service requested or
- b. Complete the Small Purchase Waiver Form

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=633281>

Please answer the following questions in order to avoid delays in processing:

- 1. Are any of the items ordered consumable (within year, example saw blades, chemicals, masks)? YES NO
- 2. Are any of the items ordered permanently incorporated into another item? YES NO
If yes, supply UIC inventory number tagged on item: _____
- 3. Do any of the items ordered collectively create one piece of equipment? YES NO
If yes, indicate which ones by checking off box(es).
- 4. Is the item(s) over 500lbs and needs room delivery? YES NO
If yes, vendor MUST have delivery options. Department does not have special equipment to unload a truck. NO TAILGATE DELIVERIES
- 5. Are there any quotes associated with this order? YES NO

PI Name and Signature: (You may attach e-mail approval if signature is not provided.)

Account Number to Charge: _____

Justification (When placing orders on grants, especially federal grants, please indicate how the items will be used for that particular grant. Generic explanations such as “research lab use” or “research related use” **are not sufficient**, as they do not explain how the items will be used for the project.):
