

## Chemistry Purchase Requisition

The Chemistry Purchase Requisition is required for ordering goods and services from all internal University units and external vendors that are not on e-shop.

All requisitions are to be processed electronically through the Chemistry Purchasing's email address ([chempurchasing@unl.edu](mailto:chempurchasing@unl.edu)).

### Preparation and Submission of the Form

**Suggested Vendor:** provide complete name, address, and phone number of the company. You may also provide the fax and internet address which may be useful to the Buyer. Failure to provide this information may delay the processing of this order.

**Delivery Date:** please fill in required delivery date. Unless otherwise stated, we will use the most economical shipping method available.

### Description of Items:

- 1) Part Number/Catalogue Number essential
- 2) Describe each item carefully and in detail
- 3) Indicate quantity and valid unit of measure
- 4) Provide estimated unit cost if actual cost is not available
- 5) For inventory purposes, fill in the CAS#, room and location where the item will be stored.

### Justification for Purchase \*NEW\*

The box outlined in 'red' must be completed before the order is processed. In this space you must specify the business purpose of the items ordered. This will provide the backup documentation for compliance and audits with all applicable University, State and Federal agencies and their statutes. You must add a statement in the box saying, "the vendor is not on e-shop."

**Credit Card Holder's Name/Approving Official:** these lines are for staff signatures only. Leave these lines blank.

**Cost Object/WBS Element:** is a required field. If this number is not correct, the order will be returned for the correct number.

**Requestor Information:** provide requestor's first and last name, phone number and supervisor's name in case contact is required concerning questions about the requisition.

**Special Instructions:** this space is provided for any special instructions such as quote numbers, delivery instructions or other information not documented anywhere else on this form.

**Submission:** the completed form with any quotes or backup documentation need to be emailed to [chempurchasing@unl.edu](mailto:chempurchasing@unl.edu) for processing.

**Confirmation:** the requestor will receive an email confirmation that the order was received.