



UNIVERSITY OF
WASHINGTON

BOTHELL

F&A Office Use Only:

Confirming: Yes / No
 Attachments: Yes / No
 Comments: Yes / No
 Freight: Yes / No
 Encumbered On/By:

Date of Request: _____ Budget: _____ %: _____
 Ordered by: _____ Budget: _____ %: _____
 Phone #: _____
 Date Items desired: _____ Authorized Signature:*

<u>Delivery Information:</u>	<u>Vendor Information:</u>
Department:* _____	Company:* _____
Attention: _____	Address: _____
Phone #: _____	City: _____
Room #: _____	State: _____ Zip: _____
	Contact: _____ Phone:* _____
	Fax #*: _____
	Vendor#: _____ Seq.# _____

Comments:

Quantity	Description	Item# / Part#	Price	Total Cost	
			Subtotal:		
			Shipping:		
			Tax (8.8%):		
			Total:		

Check off: Email Dept____; Purchasing Tracking____; Write PO____; F&A order/Dept order/Purchasing Order____
 Attachments: _____ Fax PO: _____ **BOLD * =Required**