### FORM 12: PHYSICS AND ASTRONOMY PURCHASING REQUISITION

**Vendor Name/Name of person being reimbursed**

**Address/website/email**

**City**  
**State**  
**Zip**  

**Vendor Phone/Fax #**

**ACCOUNT(S) TO BE CHARGED. N/A if using a PRF check out card.**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cost Center</th>
<th>Int. Order</th>
<th>GL Account</th>
<th>$ or % Amount</th>
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**CATALOG #**

**Item Description / Part Number / Purpose of the meal with list of attendees**

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<th>QUAN.</th>
<th>UNIT COST</th>
<th>Total Cost</th>
<th>Packing Slip</th>
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**PRICING FROM:**

**REQUISITION TOTAL:** $ -

**Does the project require animal & care approval?**  
Yes  
No  

If yes, please provide PACUC #: __________________________

**PI/Requestor Signature**

**Date:**

**PI or Department Head Approval**

**Comptroller Authorization (BO)**

**Date:**

Signature certifies: That the requestor has the technical expertise and/or direct knowledge that these item(s) and costs will benefit the project(s) indicated. That you are authorized to commit funds on behalf of the university and Department through the use of a University Purchasing card. All expenses must be made by you on behalf of and for the benefit of the University department, school, or office. Compliance with University purchasing policies and procedures, including providing documentation in order to perform the reconciliation process of the University purchasing card is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. The Card must be kept secure at all times by the card holder and if lost or stolen immediately report to JP Morgan Chase 1-800-316-6056. Cardholders may not make personal purchases with the Purchasing Card and cardholder privledges may be revoked for such use. The cardholder agrees to reimburse the university for any inappropriate charges, including expenses and charges incurred by the University in connection of such transactions. Fraudulent or intentional misuse of the card by the cardholder will result in revocation of the card, restitution and or criminal charges. The University reserves the right to pursue all legal remedies available to it with respect to inappropriate card usage. The University further reserves the right to revoke cardholder privleges at any time and without notices.

**Business Office Use Only:**  
**Order placed by:** Jen Deiser  
**Date:**

**Pcard**  
**PRF**  
**HOSP**  
**Ariba**  
**Invoice/DIV**  
**Jen**  
**Debbie**  
**Marsha**  

**Shopping Cart #**

**PO#**