

**TEXAS A&M RESEARCH FOUNDATION**

**ORDER REQUISITION**

**THIS IS NOT A FORMAL PURCHASE ORDER - FOR RF INTERNAL USE ONLY**

**This form must be submitted on orders over \$5,000.00**

**(2)**ACCT#

**(5)** VENDOR - Ship To:

**(3)**VENDOR

Name

ADDRESS

Address

City

State

Zip Code

Country

TELEPHONE

Telephone

**(4)**Vendor Requires Prepayment

YES

NO

**(6)**

**(7)**

**(8)**

**(9)**

**(10)**

<b>(6)</b> Item	<b>(7)</b> Quantity	<b>(8)</b> Description	<b>(9)</b> Unit Price	<b>(10)</b> Extended Price

**(12)** Per Quote #

From

On

**(11)**TOTAL \$

(Name)

(Date)

**(13)**F.O.B.

**(14)** DELIVERY

<b>(19)</b> RF Internal Use Federal Funds      YES      NO Department Code Commodity Code# Bid # Liq Office Memo # Project Administrator Expense Class      DATE PO#	<b>(15)</b> (Complete section below for phone orders placed.) <b>CONFIRMATION ONLY - DO NOT DUPLICATE</b>
	Telephone      Date Ordered Person Contacted      PO#
(Complete this section for all orders)	
<b>(16)</b> Person Placing Order <b>(17)</b> PI Approval of Order (Authorized Signature)      Date Approved Above authorized signature, indicates, to the best of my knowledge, no such item or substantially similar item is available for shared use against existing inventory.	
<b>(18)</b> Part of RF Inventory Number (If Applicable)	