

# PURCHASE REQUEST

(Do not use this form for travel, entertainment or reimbursement requests)

**DEPARTMENT OF NUCLEAR ENGINEERING**  
**University of California at Berkeley**

PLEASE COMPLETE SEPARATE FORM FOR EACH VENDOR

<b>VENDOR (name and address)</b>
_____
_____
_____
<b>Telephone number (REQUIRED):</b>

<b>REQUESTED BY</b>	
<b>NAME:</b> _____	
<b>TEL:</b> _____	<b>FAX:</b> _____
<b>Authorization:</b> _____ (by faculty member/PI only)	
<b>Charge To:</b> _____	
<b>DELIVERY INFORMATION:</b>	
Lab Name _____	
Institution _____	
Site (if off campus) _____	
Street Address _____	
City _____	State _____ Zip _____

Expense type:

<input type="checkbox"/> Lab Instruments and Supplies (55016)	<input type="checkbox"/> Restriction Enzymes (55013)	<input type="checkbox"/> Inventorial Equipment - Non-Computer (54210)	<input type="checkbox"/> Other Repairs, Alterations, and Maintenance (56290)
<input type="checkbox"/> Lab Glass/Ceramics/Plastics (55015)	<input type="checkbox"/> General Office Supplies (55030)	<input type="checkbox"/> Inventorial Equipment - Computer (54110)	<input type="checkbox"/> Jrnls/Subscrptns: Fed Chargeable (56422)
<input type="checkbox"/> Inorganic Chemicals (55010)	<input type="checkbox"/> Small Tools & Misc. Hardware (55042)	<input type="checkbox"/> Computer Supplies (55101)	<input type="checkbox"/> Jrnls/Subscrptns: Fed Unchargeable (56423)
<input type="checkbox"/> Organic Chemicals (55011)	<input type="checkbox"/> Software Licenses, Purchase (56020)	<input type="checkbox"/> Non-Inventorial Equip - Computer (less than \$1500) (55201)	<input type="checkbox"/> Non-Inventorial Equip - Non-Computer (\$1500) (55399)
<input type="checkbox"/> Radioactive Chemicals (55012)	<input type="checkbox"/> Software-Over Counter/Shrinkwrap (56022)	<input type="checkbox"/> Equipment Repair (56230)	<input type="checkbox"/> Other:

REQUESTOR TO COMPLETE					FOR OFFICE USE ONLY			
Quantity	Description	Catalog #	Unit price	Total		Unit price	Extended	
<b>Order placed by:</b> _____					<b>date:</b> _____		<b>SUBTOTAL:</b>	
<b>to:</b> _____					<b>Ship date/delivery method:</b> _____		<b>TAX:</b>	
<b>PO #</b> _____							<b>SHIPPING:</b>	
<b>Confirmation number:</b> _____							<b>TOTAL:</b>	