Computer Science Purchase Request Form

1. Requestor	
Name	Joe Bruin
Email	Jbruin@gmail.com
Room	4732 Boelter Hall
PI Name	Prof John Doe
PI Signature	

3. Purchase Justification / Business Purpose
Purchase of XYZ desktop needed to upgrade computer system in Prof John Doe's research lab in 4000 Boelter Hall.

2. Vendor Information	
Name	Abc Company Inc.
Telephone	310-825-1234
Fax	310-795-1234

4. Funding Information		
Recharge ID		
Account	CC	Fund

5. Vendor Information			
Quantity	Item #	Description	Amount
1	abc123	XYZ Desktop	150.00
		Subtotal	$ 150.00
		Tax	$ 15.00
		Shipping/Handling	$ 10.00
		TOTAL	$ 175.00