

Purchase Request Form

Fill out this form and email it to your advisor as an attachment. Purchase Requests are ready in 5- 7 business days. You may email Joyce at jmrice@ucsc.edu to check if your PO is ready for pick up. All fields are required. Please indicate your funding source at the bottom with your activity code and funding source. For collaborative purchasing, you may split a PO between two funding sources with corresponding activity codes. If you have questions, please ask your fiscal coordinator or staff!

Name(Print):		Phone:	
Email:		Amount:	
Vendor:		Address:	
Items to be Purchased:			
Number of Participants:			
Description of Event:			
CSC Funds:		Date of Event:	
Name of Event:			
Name of Shopper(s)			
Organization or Campaign:			
Location of Event:			
Authorization: Emailing this form as an attachment to your advisor from your UCSC email account acts as your authorization to spend the funds indicated.			

SEC Staff Authorization:					
Steering on Core approval:					
Fund	Org Code	Account	Activity	Amount	
Check for split PO					