

PLEASE ALLOW UP TO 48 HOURS: This processing is per ASU SOLS policy. Missing information, international suppliers and/or new suppliers may cause longer processing times.

1 Required Information	Prepared by		Preparator's contact info		Date
Account holder / signer		Cost Center	Program / grant / gift	Worktag	

2 Required Justification for Purchase and Description of Use
Provide as much detail as possible to assist in the review and approval process.

3 Required Order Information

Building and room number _____		Shipping Preference				
		Ground	Overnight	2-day	Pickup	
Supplier name		Supplier contact		Special instructions		
Catalog #	Chemical Y N	Qty	Unit (ea/box)	Item description	Unit price	Total price

Account signature					Subtotal	
					Sales tax	
Date					Shipping & handling	
					Other	
					Total	

Office Use only

Name of person who placed order _____	Fund approval: _____
Date order placed _____	P-Card #: _____