

# Plant Pathology - Direct Order Request

Incomplete forms may be returned or result in order delays!

<b>Part I: Authorization</b>													
<b>Date</b>		<b>Lab</b>											
<b>Account #</b>		<b>Requested by</b>											
<b>Business Officer</b> <small>(signature required)</small>		<b>Supervisor</b> <small>(signature required)</small>											
<b>Dept. Chair signature</b> <small>(required if over \$500)</small>		<b>Additional approver</b> <small>(signature; when required)</small>											
<b>Vendor</b> <small>(check one)</small>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">CDW-G</td> <td style="width: 50%; border: none;">Life Technologies</td> </tr> <tr> <td style="border: none;">Dell</td> <td style="border: none;">UK Supply Center (UK Stores)</td> </tr> <tr> <td style="border: none;">Fisher Scientific</td> <td style="border: none;">VWR</td> </tr> <tr> <td style="border: none;">Grainger</td> <td style="border: none;">Other _____</td> </tr> <tr> <td style="border: none;">Office Depot</td> <td></td> </tr> </table>			CDW-G	Life Technologies	Dell	UK Supply Center (UK Stores)	Fisher Scientific	VWR	Grainger	Other _____	Office Depot	
CDW-G	Life Technologies												
Dell	UK Supply Center (UK Stores)												
Fisher Scientific	VWR												
Grainger	Other _____												
Office Depot													
<b>Quote #</b> (attach quote document)													
<b>Business Purpose</b>													

<b>Part II: Product Information</b>					
<small>All information except order total may be included in an attachment.</small>					
Product #	Item Description	Qty	Unit	Unit Price	Extended Price
				<b>Order Total*</b>	

Form: 7/31/20

\*Indicate approximate order total

For office use only  
 Date ordered: \_\_\_\_\_  
 Cart number: \_\_\_\_\_