

UNIVERSITY of HOUSTON | TECHNOLOGY

PURCHASE REQUEST

SECTION 1 - To be completed by Requester

Is the vendor currently valid in UH Peoplesoft? Yes No*
 * If No please complete the [Vendor Set Up Form](#)

Name:

Department:

Phone:

Order Date:

Vendor:

Address:

Contact No:

Email:

Does the purchase prices exceed \$5,000 on a federal funds or \$15,000 on all other fund types? Yes* No

***If yes**, attach minimum of three informal bids, with two being from certified HUBs (**historically** under utilized **businesses**) and Route to the Dean's Office for review and approval.

1) **Sole Source justification** - When the specification requirement limits consideration to one manufacturer, one product, or one service provider, and the amount of the purchase exceeds \$5,000 on federal funds or \$15,000 on all other fund types, a written justification must be provided.

Item	Description	Quantity	Unit Price	Amount
Purpose & Benefit:				Total
Comments for order:				

FUND-DEPT-PROGRAM-PROJECT

Funding Source Description, or Project Description if cost center is unavailable:

Support Percentage (paid from multiple programs):

SECTION 2- To be completed by Department Contact

Received by:	<input type="text"/>	Date:	<input type="text"/>
Chair Approval:	<input type="text"/>	Date:	<input type="text"/>
Business Office Approval:	<input type="text"/>	Date:	<input type="text"/>
Director approval if over \$5000 on federal funds or \$15000 on all other fund types:	<input type="text"/>	Date:	<input type="text"/>
PI Signature:	<input type="text"/>	Date:	<input type="text"/>

Please keep copies of original requests and signatures